

Assignment-2

iNeuron

Q.1. What does the dollar(\$) sign do?

Ans:- In Excel, a dollar sign can denote a currency format, but it has another common use: indicating absolute cell references in formulas.

Q.2. How to Change the Reference from Relative to Absolute (or Mixed)?

Ans:- When writing a formula in Microsoft Excel, you can **press the F4 key on your keyboard** to switch between relative, absolute, and mixed cell references

Q.3. Explain the order of operations in excel?

Ans:- In general, Excel's order of operation follows the acronym PEMDAS (**Parentheses, Exponents, Multiplication, Division, Addition, Subtraction**) but with some customization to handle the formula syntax in a spreadsheet.

Q.4. What, according to you, are the top 5 functions in excel and write a basic syntax for any of two?

Ans:- Top 5 function of excel are-

The SUM Function.

The TEXT Function.

The VLOOKUP Function.

The AVERAGE Function.

The CONCATENATE Function.

The syntax of VLOOKUP- **VLOOKUP (lookup_value, table, col_index, [range_lookup])**

The syntax of AVERAGE- **=AVERAGEA(value1, value2,... value30)**

Q.5. When would you use the subtotal function?

Ans:- The SUBTOTAL function is used **when you display a Total row in an Excel Table**. Excel inserts the SUBTOTAL function automatically, and you can use a drop-down menu to switch behavior and show max, min, average, etc.

Q.6. What is the syntax of the vlookup function? Explain the terms in it?

Ans:- In its simplest form, the VLOOKUP function says: =VLOOKUP(What you want to look up, where you want to look for it, the column number in the range containing the value to return, return an Approximate or Exact match – indicated as 1/TRUE, or 0/FALSE).

=VLOOKUP (value, table, col_index, [range_lookup])

lookup value: lookup_value is the first parameter of excel Vlookup formula . lookup_value is a required parameter in the Vlookup function in excel . Lookup value is a value which the user wants to search in the first column of a range array and wants the respective row values to be returned. If excel finds lookup value in the table array it will return the respective row value of the given column in the range. Otherwise it will return #N/A error.

table_array: table_array is the second parameter of excel Vlookup formula. table_array is a required parameter in the Vlookup function in excel. table_array is a range in Excel worksheet in which the user wants to search the lookup value in the first column of this table array.

Note: Vlookup function is not case sensitive.

col_index_num: col_index_num is the third parameter of excel Vlookup formula. col_index_num is a required parameter in the Vlookup function in excel. We need to mention column index number in the Vlookup formula to tell Excel from which column of the given array to be picked a row value of the lookup value. Column index number should be always greater than equals to 1 and less than or equals to number of columns in the given table array range. If you specify less than 1, Vlookup formula returns #VALUE error value. And if you mention a column number which is greater than number of columns in the lookup table array range, vlookup formula returns #Ref error value.

range_lookup: range_lookup is the fourth parameter of excel formula. range_lookup is an optional parameter in the Vlookup function in Excel. Range lookup parameter is to specify whether the user required an exact

match value or an approximate match value. If you omit this parameter, the Vlookup function treats it as TRUE as default.

You can mention TRUE (or 1) or FALSE (or 0) as a range lookup. Here TRUE searches for the exact match and returns the respective row values if a match is found. Otherwise Vlookup returns approximate row values of the given lookup value. I.e. less than the exact match. Here TRUE and FALSE are Boolean values.

FALSE returns the Exact matched row values. If lookup value not found in the first column of the table array, vlookup function returns #N/A error value.