**Advance Excel Assignment 2**

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

Ans: A dollar sign can denote a currency format and indicating absolute cell references in formulas.

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

Ans: In Excel the cell references are set up as relative references in worksheets, which means when we copy the formula from one cell to another in current worksheet, the relative references will be automatically changed its cell reference. In some cases, relative reference is useful, but when you need to copy the formula to other cells without changing cell references in formulas, we may need to change the relative reference to absolute reference before moving the formula. Also we can press F4 to toggle the relative address to absolute address or manually add the dollar sign ($) before the row and the column to change relative to absolute in Excel.

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

Ans:

1. Calculation order. Formulas calculate values in a specific order. A formula in Excel always begins with an equal sign ( = ).

2. Operator precedence in Excel formulas. If you combine several operators in a single formula, Excel performs the operations.

3. Using parentheses in Excel formulas.

When evaluating a formula, Excel follows a standard math protocol called "order of operations". 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.

First, any expressions in parentheses are evaluated. Parentheses essentially override the normal order of operations to ensure certain operations are performed first.

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

Ans: 1. SUM: it sums the items in a specific range.

2. SUBTOTAL

3. CONCAT

4. COUNTA

5. UNIQUE

Syntax: =SUM(number1,number2,….)

Syntax: =COUNTA(first cell in range:last cell in range)

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

Ans: The SUBTOTAL function is used when you**display a Total row in an Excel Table.**

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

Ans:

Syntax: =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).

1. The value you want to look up, also called the lookup value.
2. The range where the lookup value is located. Remember that the lookup value should always be in the first column in the range for VLOOKUP to work correctly. For example, if your lookup value is in cell C2 then your range should start with C.
3. The column number in the range that contains the return value. For example, if you specify B2:D11 as the range, you should count B as the first column, C as the second, and so on.
4. Optionally, you can specify TRUE if you want an approximate match or FALSE if you want an exact match of the return value. If you don't specify anything, the default value will always be TRUE or approximate match.
5. Now put all of the above together as follows:
6. =VLOOKUP(lookup value, range containing the lookup value, the column number in the range containing the return value, Approximate match (TRUE) or Exact match (FALSE)).