

# Excel\_Assignment 2

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

Ans: The dollar sign is used to indicate an absolute reference in Excel. When you use the dollar sign, it means that the reference will not change even when you copy or move the formula.

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

Ans: To change the reference from relative to absolute (or mixed), you need to put a dollar sign (\$) before the column and row reference.

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

Ans: The order of operations in Excel is the same as the standard mathematical order of operations: Parentheses, Exponents, Multiplication, Division (from left to right), Addition, and Subtraction (from left to right).

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

Ans: The top 5 functions in Excel are:

SUM: Adds the numbers in a range of cells.

Syntax: =SUM(number1,number2,...)

AVERAGE: Calculates the average of the numbers in a range of cells.

Syntax: =AVERAGE(number1,number2,...)

TEXT: Converts a number to text in a specific number format.

VLOOKUP: Looks up a value in the leftmost column of a table, and returns the value in the same row from a column you specify.

HLOOKUP: Looks up a value in the top row of a table, and returns the value in the same column from a row you specify.

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

Ans: The SUBTOTAL function can be used to perform calculations on a filtered list. It is a useful function when you need to perform calculations on a subset of data.

Syntax: =SUBTOTAL(function\_num, range)

where function\_num is the number of the function you want to use (1-11), and range is the range of cells you want to calculate.

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

Ans: The syntax of the VLOOKUP function is:

=VLOOKUP(lookup\_value,table\_array,col\_index\_num,range\_lookup)

where lookup\_value is the value you want to look up, table\_array is the range of cells where the lookup value is located, col\_index\_num is the column number in table\_array where the return value is located, and range\_lookup is a logical value that specifies whether you want to match an exact or approximate match. If range\_lookup is TRUE or omitted, an approximate match is returned. If an exact match is not found, the next largest value that is less than lookup\_value is returned. If range\_lookup is FALSE, an exact match is required. If an exact match is not found, the error value #N/A is returned.