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FSDA Batch 1

Excel Assignments

## **Assignment 2**

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

The dollar sign (\$) in an Excel cell reference is used to indicate an absolute cell reference. An absolute cell reference is a cell reference that does not change, even when the formula that contains the reference is copied or moved. Absolute cell references are indicated by using a dollar sign before the column letter and row number in the cell reference, such as \$A\$1.

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

To change a cell reference from relative to absolute (or mixed), you can use the dollar sign in the cell reference. For example, to make the column letter in a cell reference absolute, you can add a dollar sign before the column letter, like this: \$A1. To make the row number absolute, you can add a dollar sign before the row number, like this: A\$1. To make both the column letter and row number absolute, you can add a dollar sign before both, like this: \$A\$1.

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

The order of operations in Excel determines the order in which Excel calculates formulas. The order of operations is as follows:

- Parentheses: Excel calculates any parentheses first.
- Exponents: Excel calculates exponents (such as ^ or \*\*) next.
- Multiplication and division: Excel calculates multiplication and division (from left to right) next.
- Addition and subtraction: Excel calculates addition and subtraction (from left to right) last

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

Some of the top functions in Excel are: SUM, AVG, MAX, MIN, IF, COUNT

- SUM: The SUM function adds up the values in a range of cells. The syntax for the SUM function is: =SUM(range), where range is the range of cells that you want to add up.
- MAX: The MAX function used to count the Maximum value in the selected range.

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

You can use the SUBTOTAL function in Excel to calculate a subtotal for a range of cells. The SUBTOTAL function can perform various types of calculations, such as sum, average, count, maximum, and minimum, depending on the function number that you specify.

The syntax for the SUBTOTAL function is: =SUBTOTAL(function\_num, range), where function\_num is a number that specifies the type of calculation to perform, and range is the range of cells that you want to calculate the subtotal for. For example, to calculate the sum of the values in a range of cells, you can use the SUBTOTAL function with a function number of 9: =SUBTOTAL(9, A1:A10). You might use the SUBTOTAL function to calculate a subtotal for a range of cells that includes both visible and hidden rows, or to calculate a subtotal for a range of cells that includes values from multiple columns.

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

The VLOOKUP function in Excel is used to look up a value in a table and return a corresponding value from a different column in the same row. The syntax for 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 in the table.
- table\_array is the table of data where you want to look up the value.
- col\_index\_num is the column number in the table that contains the value you want to return.
- range\_lookup (optional) is a logical value that specifies whether you want to perform an exact or approximate match. If you specify TRUE or omit this argument, VLOOKUP will perform an approximate match. If you specify FALSE, VLOOKUP will perform an exact match