**Assignment-2**

**Q1. What does the dollar($) sign do??**

**Ans.** This would mean that the column and row do not change. For eg. $A1 would mean that the column does not change. A$2 means that the row does not change. Or we can define the dollar sign fixes the reference to a given cell, so that it remains unchanged no matter where the formula moves.

**Q2. How to Change the Reference from Relative to Absolute (or Mixed)?**

**Ans.**

**Q3.** **Explain the order of operations in excel?**

**Ans**. **BODMAS** stands for "brackets, orders, division, multiplication, addition, subtraction". It is the order of how Microsoft Excel works out how to perform the order of calculations.

This **rule tells us the correct sequence**, or order of steps while evaluating a mathematical expression.

For eg.

=4\*5+6

=20+6

=26

**Q4. What, according to you, are the top 5 functions in excel and write a basic syntax**

**for any of two?**

**Ans.** According to me, the important functions are :

1.Vlookup

2.Sum

3.Subtotal

4.concatinate

5.Average

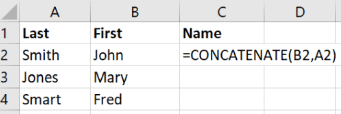
* **Vlookup**

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).

* **Concatinate**

This is used when we have to join two or more text strings into one string.

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**Q5. When would you use the subtotal function?**

**Ans** Use the SUBTOTAL function to exclude filtered or hidden rows when calculating a total on the worksheet. You can choose any one of the 11 functions that SUBTOTAL can calculate, such as **Sum, Average, Count or Max.**

**Q6. What is the syntax of the vlookup function? Explain the terms in it?**

**Ans.** 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).