

Advanced Excel Assignment ②.

① What does the dollar (\$) sign do?

Solu

When we use absolute reference to keep a row and/or column constant. An absolute reference is designated in a formula by the addition of dollar sign (\$) before the column & row name.

Eg:- \$A\$2, A\$2, \$A2.

② How to change the reference from Relative to Absolute (or Mixed)?

Solu

By default the cells reference is a relative reference. To change the reference from relative to Absolute (or mixed)

① Select the cell that contains the formula.

② In the formula bar fx, select the reference that you want to change.

③ Press F4 to switch b/w the reference types.

③ Explain the order of operation in Excel.

Solu

The order of operations is a math protocol, i.e. BODMAS, Here BO is ^{Bracket, Order} ~~Order~~, D is division, M is multiplication, A is addition & S is subtraction.

The order of operation states that in excel the arithmetic equations will follow BODMAS for the calculation!

eg:- $2 + \frac{4}{5}$

① $2 + 4/5$ here as per BODMAS, first \div will take place as $4/5 = 0.8$

then we will do addition $2 + 0.8 = 2.8$

② $(2 + 4)/5$ here per BODMAS

first BO will be followed that means first the calculation will take place inside the ~~Borders~~ Brackets. i.e. $(2 + 4) = 6$
order followed with division i.e.

$$\frac{6}{5} = 1.2$$

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

Soln

According to me, the top 5 functions in Excel are:-

① SUM ② AND ③ IF ④ AVG ⑤ MIN & MAX

• Basic Syntax of any two:-

① SUM $\Rightarrow (=SUM(C4:C8))$

② AVG $\Rightarrow (=AVERAGE(A1:A20))$

5 When would you use the subtotal function?
Value The SUBTOTAL function is used when you display a total row in a Excel Table. Excel inserts the subtotal function automatically, and you can use a drop-down menu to switch behaviour and show max, min, avg & etc.

6 What is the syntax of the Vlookup function?
Value explain the terms in it?
the syntax of the Vlookup is

=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).

eg: =VLOOKUP (A2, A2:B5, 2, FALSE)
press ENTER
