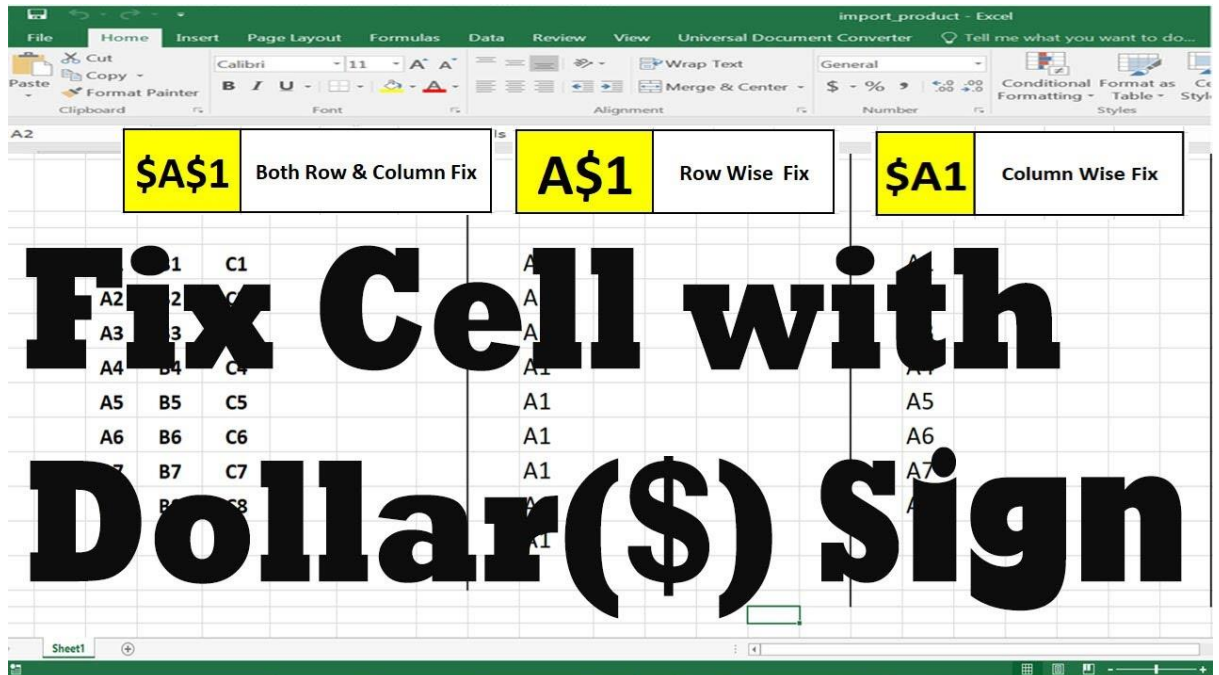# ASSIGNMENT 2 FOR Excel

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

The dollar sign($) fixes the reference to a given cell so that it remains unchanged no matter where the formula moves.

2. ## How to change the reference from Relative or Absolute cell or mixed?

Select the cell which contains the formula.

In the formula bar, select the reference which is wanted to be changed.

Or click the F4 key on the keyboard.

Eg: =sum(B5:B10)

3. Explain the order of operation in the Excel sheet?

BODMAS

B- Bracket
O- Of
D- Division
M- Multiplication
A- Addition

S- Subtraction

4. What, according to you are the top 5 functions in excel and write the basic syntax of any 2?

❖ SUM Function: add all the numeric values.
- Syntax: "=SUM" (number1, number2, etc.)

❖ Text Function- It converts numeric values to text
Syntax: "=TEXT" (value, format_text).
- i.e date "=TEXT (B2, "ddd")".

❖ VLOOKUP Function: It is used when they need to find specific data on a large table.
➢ The *VLookup* formula is "=VLOOKUP" (lookup_value, table_array, col_index_num, *range_lookup*).

➢ "lookup_value" is the data you want to find.
➢ "table_array" is the data column where you want to limit your search.
➢ "col_index_num" is the column number within the table that you want to return a value from.
➢ "range_lookup" is an optional argument that allows you to search for the exact match of your lookup value without sorting the table.

❖ The AVERAGE Function: It is worked to find the average mean for a group of cells.

❖ The CONCATENATE Function: It is used to combine 2 or more cells into 1 cell.
   Syntax: = "CONCATENATE" (text1, [text2…text_n])

5. When would you use the subtotal function?

It is used to exclude filtered or hidden rows when calculating a total on the worksheet.

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

VLOOKUP Function: It is used when they need to find specific data on a large table.

    a. The *VLookup* formula is "=VLOOKUP" (lookup_value, table_array, col_index_num, *range_lookup*).

    b. "lookup_value" is the data you want to find.
    c. "table_array" is the data column where you want to limit your search.
    d. "col_index_num" is the column number within the table that you want to return a value from.
    e. "range_lookup" is an optional argument that allows you to search for the exact match of your lookup value without sorting the table.