Excel Assignment – 2

1. We can use the $ sign in the absolute cell references. It is used to copy or move the formula to another cell the reference changes to the particular cell.
2. To change the reference from relative to absolute by manually add the dollar sign ($) before the row and column of the formula or in the formula use F4 to toggle between the references.
3. The excel order of operation which follows the acronym “PEMDAS”. The order of the execution is Parentheses, Exponents, Multiplication, Division, Addition and Subtraction.
4. The top five functions used in excel are SUM, TEXT, VLOOKUP, AVERAGE, CONCATENATE function. The Average function is defined by =AVERAGE(no1, no2, no3). The TEXT function is defined by =TEXT (value, format\_text).
5. The subtotal function in Excel allows users to create groups and then perform various other excel functions such as SUM, COUNT, AVERAGE, PRODUCT, MAX. Thus, the SUBTOTAL function in excel helps in analysing the data provided.
6. The VLOOKUP function searches for a specific value in a dataset. This allow to look for data in one spreadsheet and it returns another value from a different column in the same row.

It is defined by the syntax “ =VLOOKUP(lookup\_value, table\_array, column\_index\_num,[range\_lookup])”.