**ASSIGNMENT – 2**

Answer the following questions:

1.What is the difference between VLOOKUP and HLOOKUP? Write the syntax of both VLOOKUP and HLOOKUP.

|  |  |  |
| --- | --- | --- |
| S.No. | HLOOKUP | VLOOKUP |
| 1. | It assumes that data is arranged as a table with different elements of the information in different rows. | Whereas it assumes that data is arranged as a table with different elements of the information in different columns. |
| 2. | It looks for a value horizontally across the lookup table. | It looks for a value vertically across the lookup table. |
| 3. | The use of HLookup function is less as compared to VLookup function. | The use of VLookup function is more than compared to HLookup function. |
| 4. | It is used when data is listed in rows. | Whereas it is used when data are listed in columns. |
| 5. | In HLookup function, the value the user is searching in the table or range must be in the top-most column. | In VLookup function, the value the user is searching must be located in the left-most column of the table or range. |
| 6. | HLookup function returns the searched value in the same column. | VLookup function returns the searched value in the same row but in the next column. |
| 7. | The H in the HLookup function stands for horizontal search | The V in VLookup function stands for Vertical search. |
| 8. | It is used to find out data from a range in the bottom-most range. | It helps to find out the data in the leftmost column. |
| 9. | Syntax of HLookup:  HLOOKUP(lookup\_value,table\_array,row\_index\_num,[range\_lookup]). | Syntax of VLookup:  VLOOKUP(lookup\_value, table\_array, col\_index\_num, [range\_lookup]). |

2. Write the excel formulas for below. Consider the value for cells A1 to A10.

|  |  |
| --- | --- |
| Sum | =**Sum**(A1:A10) |
| Min | =**MIN**(A1:A10) |
| Average | =**AVERAGE**(A1:A10) |
| Count | =**COUNT**(A1:A10) |

3. Write the name of the charts below.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Column Chart | Pie Chart | Line Chart |