**ASSIGNMENT NO : 2**

**Que 1)** What does the dollar ($) sign do?

**Ans:** The dollar ($) sign is used to make references absolute.

**Que 2)** How to change the reference from relative to absolute ( or mixed )

**Ans:** Simply put the dollar sign in front of row and column name to change reference from relative to absolute.

**Que 3)** Explain the order operation in excel.

**Ans:** Excel evaluate the formula from left to right following an operator precedence. Parenthesis ‘( )’ are evaluated first then Exponentiation ‘ ^ ’ , Multiplication or Division ‘ \* ’ or ‘ / ’ (Which ever is come first), Addition or Subtraction ‘+’ or ‘- ’ (again which ever come first), Concatenation (Joining string) ‘&’ and finally comparison.

**Que 4)** What according to you, are the top 5, function in excel and write the basic syntax for any of two ?

**Ans: i)** The Sum Function =SUM(NUMBER1,NUMBER2,……).

ii) The Text Function =Text(Value, Format text)

iii) The VLOOKUP Function =VLOOKUP(look\_up , table array, col\_index\_num, [range\_lookup])

iv) Average Value = AVERAGE(TEXT1, TEXT2,…….., TEXT N)

v) The Concatenate function =CONCATENATE(TEXT1, TEXT2,…….., TEXT N)

**Que 5)** When would you use the subtotal function?

**Ans:** The Subtotal function in excel allows user to create group and then perform various other excel function such as sum , count ,average ,product ,max etc….

**Que 6)** What is the syntax of the VLOOK UP function? Explain the terms in it?

**Ans:** VLOOKUP(look\_up , table array, col\_index\_num, [range\_lookup]).

VLOOKUP function syntax has the following arguments: Lookup\_value Required. The value to be found in the first row of the table. Lookup\_value can be a value, a reference, or a text string.