**Advance Excel Assignment 2**

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

Answer: The dollar($) denotes a currency format, but another use for it is to indicate cell references in formulas. There are three types of references in Excel:

In relative references, you don’t use a dollar ($) sign in the references at all.

In mixed references, you use the dollar sign ($) only once (such as $C3 or C$3)

In absolute reference, you use the dollar sign twice in a reference (such as $C$3).

1. **How to Change the Reference from Relative to Absolute (or Mixed)?**

Answer: Default reference in a cell is always a relative reference, which means that the reference is relative to the cell location. When you copy a formula that contains a relative cell reference, the reference in the formula will change.

To change the type of cell reference,

1. Select the cell containing the formula.

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

3. Press F4 to switch between the reference types.

1. **Explain the order of operations in excel?**

Answer: In general, Excel's order of operation follows the acronym PEMDAS (Parentheses, Exponents, Multiplication, Division, Addition, Subtraction) but with some customization to handle the formula syntax in a spreadsheet.

|  |  |  |
| --- | --- | --- |
| Order | Symbols | Operation with examples |
| 1 | () | Parentheses [Ex. : =(8-2)\*4 =24] |
| 2 | : , | Reference Operators [Ex. : =SUM(A1:A4)] |
| 3 | - | Negation [Ex. : = -2^2 = 4] |
| 4 | % | Percent [Ex. : = 5%\*200 = 10] |
| 5 | ^ | Exponentiation [Ex. : = 5^2 = 25] |
| 6 | \* / | Multiplication and Division [Ex. : =2\*3=6 and = 4/2 = 2] |
| 7 | + - | Addition and Subtraction [Ex. : = 2+2 = 4 and =4-2 = 2] |
| 8 | & | Concatenation [Ex. :=”marks:”&9+1 =marks:10] |
| 9 | > < = < > | Logical Comparisons [Ex. : =3^2>4+3 = TRUE] |

1. **What, according to you, are the top 5 functions in excel and write a basic syntax for any of two?**

Answer:

1. SUM, Syntax =SUM(number1,number2,etc.)

2. IF

3. VLOOKUP

4. FILTER

5. CONCATENATE, Syntax =CONCATENATE(text1,text2,text3,..,n)

1. **When would you use the subtotal function?**

Answer: The SUBTOTAL function is used to exclude filtered or hidden rows when calculating a total on the worksheet. There are total 11 functions that SUBTOTAL can calculate, such as Sum, Average, Count or Max.

1. **What is the syntax of the vlookup function? Explain the terms in it?**

Answer: Syntax =VLOOKUP(lookup\_value, table\_array, column\_index\_num,[range\_lookup])

**lookup\_value** - The value to look for in the first column of a table.

**table\_array** - The table from which to retrieve a value.

**column\_index\_num** - The column in the table from which to retrieve a value.

**range\_lookup** - [optional] TRUE = approximate match (default). FALSE = exact match.