**Advance Excel Assignment 2**

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

**Ans.** In Excel, a dollar sign can denote a currency format, but it has another common use: indicating absolute

cell references in formulas.

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

**Ans.**

To change the type of cell reference:

* Select the cell that contains the formula.
* In the formula bar Button image, select the reference that you want to change.
* Press F4 to switch between the reference types.

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

**Ans.**

Excel solves formulas in the following order:

* 1. Parentheses
  2. Reference operators
  3. Exponents
  4. Negation
  5. Percent
  6. Multiplication and Division
  7. Addition and Subtraction
  8. Concatenation
  9. Logical operators

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

**Ans.**

● The SUM Function. The sum function is the most used function when it comes to

computing data on Excel [SUM(A2:A10) Adds the values in cells A2:10 ]

● The TEXT Function [TEXT(TODAY(),"DDDD") Today's day of the week, like Monday]

● The VLOOKUP Function [ Use the VLOOKUP function to look up a value in a table. For

example: =VLOOKUP(A2,A10:C20,2,TRUE) =VLOOKUP("Fontana",B2:E7,2,FALSE)]

● The AVERAGE Function [=AVERAGE(A1:A20) returns the average of those numbers]

● The CONCATENATE Function [ =CONCATENATE("Stream population for ", A2, " ",

A3, " is ", A4, "/mile.") ]

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

**Ans.** The SUBTOTAL function is used when you display a Total row in an Excel Table. Excel inserts the

SUBTOTAL function automatically, and you can use a drop-down menu to switch behavior and show max,

min, average, etc.

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

**Ans.**

VLOOKUP stands for ‘Vertical Lookup’. It is a function that makes Excel search for a certain value in a column (the so called ‘table array’), in order to return a value from a different column in the same row.

Syntax: ***VLOOKUP([value], [range], [column number], [false or true])***

A VLOOKUP function exists of 4 components:

* The value you want to look up.
* The range in which you want to find the value and the return value.
* The number of the column within your defined range, that contains the return value.
* 0 or FALSE for an exact match with the value you are looking for; 1 or TRUE for an approximate match.

For example, find an employee name based on their employee ID

