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**Advance Excel Assignment 2**

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

Ans: we use dollar symbols in excel for making **relative reference to absolute reference**.

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

Ans: By using Dollar symbols.

Ex -  **F4/E9 —--- F4/$E$9(Absolute Reference)**

3. Explain the order of operations in excel?

Ans:

| Parentheses | () |
| --- | --- |
| Reference operators | : , |
| Negation | - |
| Percent | % |
| Exponents | ^ |
| Multiplication and Division | \* and / |
| Addition and Subtraction | + and - |
| Concatenation | & |
| Logical operators | > < = < > |

4. What, according to you, are the top 5 functions in excel and write a basic syntax

for any of two?

Ans: 1. SUM Function Syntax: =SUM(number1,[number2],...)

2. Count Function =COUNT(value1, [value2], ...)

3. MIN =MIN(number1, [number2], ...)

4. MAX =MAX(number1, [number2], ...)

5. Average =AVERAGE(number1, [number2], ...)

5. When would you use the subtotal function?

Ans: Subtotal function is used to find out the total of the numeric values from cells.

Syntax :- =SUBTOTAL(function\_num,ref1,[ref2],...)

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

Ans: Syntax of Vlookup Function

=VLOOKUP (lookup\_value, table\_array, col\_index\_num, [range\_lookup])

Terms :-

**lookup\_value**

The value we want to look up.

Lookup\_value can be a value or a reference to a cell.

It is a required value.

**table\_array**

The range of cells in which the VLOOKUP will search for the lookup\_value and the return value.

The first column in the cell range must contain the lookup\_value.

It is a required value.

**col\_index\_num**

The column number that contains the return value.

It is a required value.

**range\_lookup**

A logical value that specifies whether we want VLOOKUP to find an approximate or an exact match: