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.

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

Ans: When you select a cell reference (in the formula bar or in the cell in edit mode) and **press F4**, it changes the reference.

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OR

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To change the reference from relative to absolute, you need to add the **dollar sign** before the column notation and the row number.

For example, A1 is a relative cell reference, and it would become **absolute** when you make it **A1**.

3. Explain the order of operations in excel?

Ans: The order of operations is a rule that tells the correct sequence of steps for evaluating a math expression. We can remember the order using **PEMDAS**: **Parentheses, Exponents, Multiplication and Division** (from left to right), Addition and Subtraction (from left to right).

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

Ans: The top 5 functions in excel are as follows:
 i)The SUM Function: This function works to sum a group of numbers in a specific set of cells.
ii)The TEXT Function: Text function is a useful tool that helps convert a date (or number) into a text string in a particular format.
iii)The VLOOKUP Function: Users will find it useful when they need to find specific data on a large table. You can also use **VLookup** to search for names, phone number, or specific data on your sheet.
iv) The AVERAGE Function: The **average** function is an extremely useful tool for getting the average value in a range of cells.
v) The CONCATENATE Function: This function is a good time saver when you need to combine data from 2 or more cells.

Basic syntax of Concatenate & Text function:
i)CONCATENATE
The syntax formula for the *concatenate* function is "CONCATENATE" (text1, [text2...text_n]).

ii)TEXT
The syntax formula for *text* function is "=TEXT" (value, format_text).

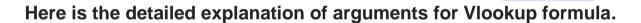## 5. When would you use the subtotal function?
Ans: The SUBTOTAL function in Excel use (instead of SUM, COUNT, MAX, etc.) to ignore rows hidden by a filter or to ignore manually hidden rows.
Sometimes, we need data based on different categories. SUBTOTALS help us to get the totals of several columns of data broken down into various categories.

6. What is the syntax of the vlookup function? Explain the terms in it?
Ans: VLOOKUP function is used to search a value in the first column of a range of cells, and then return a respective value from any cell on the same row of the range.

The syntax of the vlookup function
VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])

Here is the detailed explanation of arguments for Vlookup formula.

•**lookup_value**: lookup_value is the first parameter of excel Vlookup formula. lookup_value is a required parameter in Vlookup function in excel. Lookup value is a value which user wants to search in the first column of a range array and wants the respective row values to be returned. If excel finds lookup value in the table array it will return the respective row value of the given column in the range. Otherwise it will return #N/A error.
•**table_array**: table_array is the second parameter of excel Vlookup formula. table_array is a required parameter in Vlookup function in excel. table_array is a range in Excel worksheet which user wants to search the lookup value in the first column of this table array.
Note: Vlookup function is not a case sensitive.
•**col_index_num**: col_index_num is the third parameter of excel Vlookup formula. col_index_num is a required parameter in Vlookup function in excel. We need to mention column index number in the Vlookup formula to tell Excel from which column of the given array to be picked a row value of the lookup value. Column index number

should be always greater than equals to 1 and less than or equals to number of columns in the given table array range. If you specify less than 1, Vlookup formula returns #VALUE error value. And if you mention a column number which is greater than number of columns in the lookup table array range, vlookup formula returns #Ref error value.

•**range lookup**: range_lookup is the fourth parameter of excel formula. range_lookup is an optional parameter in Vlookup function in Excel. Range lookup parameter is to specify whether user required an exact match values or an approximate match values. If you omit this parameter, Vlookup function treat it as TRUE as default.

You can mention TRUE (or 1) or FALSE (or 0) as a range lookup. Here TRUE searches for the exact match and returns the respective row values if match founds. Otherwise Vlookup returns approximate row values of the given lookup value. I.e. less than the exact match. Here TRUE and FALSE are Boolean values.

FALSE returns the Exact matched row values. If lookup value not found in the first column of the table array, vlookup function returns #N/A error value.