**Assignment 2**

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

Answer - A dollar symbol, when added in front of the row and column number, makes it absolute (i.e., stops the row and column number from changing when copied to other cells).

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

Answer - To change the reference from relative to absolute (or Mixed), 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 $A$1.

The faster way to do this is by using the [keyboard shortcut](https://trumpexcel.com/excel-keyboard-shortcuts/) F4. When you select a cell reference (in the formula bar or in the cell in edit mode) and press F4, it changes the reference.

1. Explain the order of operations in excel?

Answer - Excel's order of operation follows:

1. Parentheses Symbol used () Example =(5-2)\*4 = 12
2. Reference Symbol used operators : Example =SUM(A1:A5)
3. Exponents Symbol used ^ Example =5^2\*2=50
4. Negation Symbol used - Example =-3^2=9
5. Percent Symbol used % Example =5%\*100=5
6. Multiplication and Division Symbol used \*/ Example =7-6/2=4
7. Addition and Subtraction Symbol used + - Example =6/2+1=4
8. Concatenation & Example =”score: ”&5+1 = score: 6
9. Logical operators >< = <> Example =3^2>5+3 = TRUE

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

Answer - Top 5 functions in excel

1)IF function; The IF function asks you for the logical test to perform, what action to take if the test is true, and the alternative action if the result of the test is false. *Eg=IF(D2>7,"Yes","no")*

2)CONCATENATE function; it combines the values from multiple cells into one Eg*=CONCATENATE (A2," ",B2)*

3)SUMIFS function;

4) COUNTIFS function;

5)VLOOKUP function;

5. When would you use the subtotal function?

Answer: Subtotal function is used to calculate totals in columns, where it will ignore hidden rows. SUBTOTAL has three features:

1. It automatically ignores cells that have been filtered out of view.

2.It automatically ignores existing subtotal formulas to avoid double counting.

3.It can perform many calculations, including SUM, AVERAGE, COUNT, MAX, MIN, and [others](https://exceljet.net/functions/subtotal-function#subtotal_calculations).

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

Answer: Syntax =VLOOKUP (value, table, col\_index, [range\_lookup])

Lookup\_Value- A value on which the result will be based. for example, if a bank employee wanted to know the closing balance of their account’s holder. So, the Closing balance would be based on the account holder’s account number.

Table\_Array- From which data retrieved. Maybe it can be a column or it can be a table too.

Column\_Index\_Num- It is the column number of the table from which the matching value returned.

range\_Lookup- it is a logical value to find the closest match. then we use option TRUE. when it is found an exact match then we use option FALSE.