**Advance Excel Assignment 2**

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

→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)?

→Select the cell that contains the formula.

1. In the formula bar. , select the reference that you want to change.
2. Press F4 to switch between the reference types.

3. Explain the order of operations in excel?

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

→=SUM(C2:C7)

→ =TEXT” (value, format\_text)

→=AVERAGE (A2:A10)

→=CONCATENATE” (text1, [text2…text\_n])

→=MAX(NUM1 ,NUM2 ,...NUM N)

5. When would you use the subtotal function?

→ SUBTOTAL(function\_num,ref1,[ref2],...)

Returns a subtotal in a list or database. It is generally easier to create a list with subtotals by using the **Subtotal** command in the **Outline** group on the **Data** tab in the Excel desktop application. Once the subtotal list is created, you can modify it by editing the SUBTOTAL function.

## Syntax

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

=VLOOKUP(What you want to look up, where you want to look for it, the column number in the range containing the value to return, return an Approximate or Exact match – indicated as 1/TRUE, or 0/FALSE).