**Advance Excel Assignment 2**

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

**ANS:** The dollar sign fixes the reference to a given cell, so that it remains unchanged no matter where the formula moves. In other words, using $ in cell references allows you to copy the formula in Excel without changing references.

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

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

3. Explain the order of operations in excel?

**ANS:** The order of operations can be remembered by the acronym PEMDAS, which stands for: parentheses, exponents, multiplication and division from left to right, and 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:** AutoSum;IF function;LOOKUP function;VLOOKUP function;HLOOKUP function;MATCH function.

1.Syntex: IF function =IF(A1>B2; “TRUE”; “FALSE”)

2.Syntax: VLOOKUP function=VLOOKUP([value], [range], [column number], [false or true])

5. When would you use the subtotal function?

**ANS:** Use the SUBTOTAL function to exclude filtered or hidden rows when calculating a total on the worksheet.

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

**ANS:** VLOOKUP function=VLOOKUP([value], [range], [column number], [false or true])

A VLOOKUP function exists of 4 components:

1. The value you want to look up;
2. The range in which you want to find the value and the return value;
3. The number of the column within your defined range, that contains the return value;
4. 0 or FALSE for an exact match with the value your are looking for; 1 or TRUE for an approximate match.

