Assignment 2 (excel)

Answer 1)

Dollar sign is used in excel to fix row or column in sheet . $a1 In this coulumn is fixed, $a$1 in this both row and column are fixed.

Answer 2)

To change reference from relative to absolute we can use f4.

1. Press f4 it will be full absolute value $a$1 .
2. f4 for second time it will be mixed by column.
3. F4 third time it will become mixed by row.
4. F4 for fourth time it will change it to relative.

Answer 3) order of operation in excel is parenthesis(), exponents, multiplication and division, addition and subtraction. All calculation should be carried in this manner.

Answer4)

Top five functions are

1 sum

2 subtotal

3 vlookup and hlookup

4 count

5 if

Syntax

1 V lookup =lookup value, table array,col\_indexnum,[ lookup\_range ]

2 Count( value one, value two…,)

Answer 5) subtotal function in excel is used when we want subtotal of data in a database .

Answer 6) v look up function is used in excel to look for particular value in row vertically .

Syntax

V lookup =lookup value, table array,col\_indexnum,[ lookup\_range ]

1. Lookup value = the value which we are looking.
2. Table array = group of data from which we have to select.

Index num= The column number in the table\_array from which to return the value.

1. Lookup range= An optional argument that specifies whether to use an exact match or an approximate match.