

Excel Assignment 2

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

Ans A dollar sign in Excel is used for absolute cell referencing. This tells Excel that you want to always refer to a specific cell even when your formula is copied across.
It can also denote a currency format (\$).

2) How to change the Reference from Relative to Absolute (or Mixed)

Ans Switch between relative, absolute and mixed references.

- i) Select the cell that contains the formula.
- ii) In the formula bar, select the reference that you want to change.
- iii) Press F4 to switch between the reference types.

3) Explain the order of operations in excel?

Ans Excel's order of operation follows the acronym PEMDAS (Parentheses, Exponents, Multiplication, Division, Addition, Subtraction).

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

Ans i) SUM Function - The sum function is the most used function when it comes to computing data on excel.
for example :- $\text{= Sum (number1, number2)}$ \rightarrow syntax
Eg: = sum (c2 : c7)

ii) The text function - Text function is useful tool that helps convert a date (or number) into a text string in a particular format.
Syntax - $\text{= Text (value, format-text)}$
Eg: $\text{= Text (B2, "ddd")}$
 \downarrow
day for the date.

3) The Vlookup function - Vlookup can be used to search names, phone number, or specific data on your sheet. Vlookup function makes the process more faster and efficient.

Syntax = Vlookup (lookup_value, table_array, col_index_num, * range_lookup *)

4) Average Function - It is used to find the average value in a range of cells.

Syntax = Average (number1, number2)

5) Concatenate function - It is used to combine the content of the cells.

Syntax = concatenate (text1, text2 ... text_n)

Q5) When would you use the subtotal function?

Ans It Returns a subtotal in a list or database. It is 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.

Syntax : =Subtotal (function_num, ref1, [ref2] ...)

↓
The first named range or reference for which you want the subtotal).

* Subtotal function is designed for columns of data, or vertical ranges. It is not designed for rows of data or horizontal ranges.

Q6) What is the syntax of the vlookup function?
Explain the terms in it!

Ans. Vlookup is used to find things in a table or a range by row. Eg - look up a price of an automotive part by the part number.

Syntax := Vlookup (lookup-value, table-array, col-index-num, [range-lookup]).

* lookup-value = It 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.

* table-array = It is a range in Excel which user wants to search the lookup value in the first column of this table array.

* col-index-num = 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.

* range lookup - It is an optional parameter. It is used to specify whether user required an exact match values or an approximate match values.