

EXCEL ASSIGNMENT 2

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

Ans: It is called absolute cell reference. The dollar sign fixes the reference to a given cell so that it remains unchanged no matter where the formula moves. Using the \$ in cell reference allows you to copy the formula in excel without changing references.

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

Ans: Let's consider an example for relative, absolute and mixed reference.

Absolute : $\text{SUM}(\$B\$4+\$B\$5)$ Relative : $\text{SUM}(B4+B5)$

Mixed : $\text{SUM}(B\$4+B\$5)/\text{SUM}(\$B4+\$B5)$

To change from one form to another: Click the formula box or highlight the formula and press the (F4) key to switch between an absolute and relative cell reference.

3. Explain the order of operations in excel?

Ans: The order of Operation in Excel is PEMDAS (Parentheses, Exponents, Multiplication, Addition, Subtraction). While performing arithmetic operations it follows the BODMAS (Brackets Of, Division, Multiplication, Addition, Subtraction)

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

Ans: The top 5 functions in excel are SUM, VLOOKUP, Pivot Tables, Concatenate, and Count.

Syntax for SUM : =SUM(*value1,value2,value3...*)

Syntax for Concatenate : =CONCATENATE(*text1,text2,text3...*)

5. When would you use the subtotal function?

Ans: When a user wants to perform different operations on a group of data , then the subtotal function is used. It allows users to create groups and perform various other Excel functions such as SUM, MAX, MIN, AVERAGE, COUNT, and PRODUCT, etc. it helps us to get the total of several columns of data broken down into various categories.

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

Ans : =VLOOKUP(*lookup_value,table_array,col_index_num,[range_lookup]*)

Lookup_value: what are we looking for - this could be text, number or a single cell reference.

Table_array: the range in which we will lookup for our value and its corresponding result. The range must start from the column which contains the value and should contain the column in which we have our result.

Col_index_num: what is the column number from which we want to return the result. The number should be relative to the first column in the selected range in table_array.

Range_lookup : 0 is the default, which means "exact match". 1 stands for "Approximate match"