Advance Excel Assignment 2

1. **What does the dollar ($) sign do?**
   1. Two types of dollar sign use:
      1. Can denote currency format.
      2. Can indicate the absolute cell reference in formulas.
2. **How to change the reference from relative to absolute (or Mixed)?**
   1. Steps to switch between relative, absolute, mixed reference:
      1. Select the cell that contains the formula.
      2. In the formula bar, select the reference that you want to change.
      3. Press F4 to switch between the reference types.
3. **Explain the order of operation in excel?**
   1. In general, basic mathematical operational order is BODMAS, but in Excel operational order is PEMDAS (Parenthesis, Exponential, 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?**
   1. According to me, SUM, AVERAGE, VLOOKUP, INDEX-MATCH, TEXT are the top 5 functions.

Syntax for SUM function: =SUM (Num1, Num2, ….)

Syntax for AVERAGE function: =AVERAGE (Num1, Num2, …)

1. **When would you use the subtotal function?**
   1. Uses of subtotal function:
      1. To find sum of filtered values.
      2. To ignore values in hidden rows.
2. **What is the syntax of VLOOKUP function? Explain the terms in it?**
   1. Syntax of VLOOKUP function:

=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).