

Advance Excel Assignment 2

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

A. In Excel, a dollar sign can denote a currency format, but it has another common use: **indicating absolute cell references in formulas.**

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

A. By default, a cell reference is a relative reference, which means that the reference is relative to the location of the cell. If, for example, you refer to cell A2 from cell C2, you are actually referring to a cell that is two columns to the left (C minus A)—in the same row (2). When you copy a formula that contains a relative cell reference, that reference in the formula will change.

As an example, if you copy the formula **=B4*C4** from cell D4 to D5, the formula in D5 adjusts to the right by one column and becomes **=B5*C5**. If you want to maintain the original cell reference in this example when you copy it, you make the cell reference absolute by preceding the columns (B and C) and row (2) with a dollar sign (\$). Then, when you copy the

formula **=B\$4*C\$4** from D4 to D5, the formula stays exactly the same.

3. Explain the order of operations in excel?

A. When evaluating a formula, Excel follows a standard math protocol called "order of operations". In general, Excel's order of operation follows the acronym PEMDAS (**Parentheses, Exponents, Multiplication, Division, Addition, Subtraction**) but with some customization to handle the formula syntax in a spreadsheet.

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

A. To help you get started, here are 5 important Excel functions you should learn today.

- The SUM Function. The sum function is the most used function when it comes to computing data on Excel. ...
- The TEXT Function. ...
- The VLOOKUP Function. ...
- The AVERAGE Function. ...
- The CONCATENATE Function.

5. When would you use the subtotal function?

A. The SUBTOTAL function is used **when you display a Total row in an Excel Table**. Excel inserts the SUBTOTAL function automatically, and you can use a drop-down menu to switch behavior and show max, min, average, etc

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

A. In its simplest form, the VLOOKUP function says: =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).