

ASSIGNMENT-02

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

Solⁿ. Dollar sign is use to change and fixed the references within the formulas.

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

Solⁿ. By using '\$' sign we can change the references to absolute or mixed. Ex. \$A\$5, A\$1, \$A2 etc.

3. Explain the order of operations in excel?

Solⁿ. Order of Operations are based on BODMAS rule and explained as below :

B	Operation of bracket/parenthesis.
O	Operation of order of power/roots.
D	Operation of Division.
M	Operation of Multiplication.
A	Operation of Addition.
S	Operation of Subtraction.

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

Solⁿ. SUM()/DSUM(), SUBTOTAL(), AVG(), SUMIF()/SUMIFS(), MIN()/MAX(), COUNT()/COUNTIF(), LOOKUPS() etc are some of the top functions in excel.

- SUMIF(range, criteria, [sum_range]) :

Range: is the range that we want to evaluate.

Criteria: is the check condition in from of numeric or logical data that we want to find that in the particular range column.

Sum_range: is the range/column where we have to compare the criteria and sum up the values.

- **VLOOKUP**(lookup_value, table_array, col_index_num, [range_lookup]) / **HLOOKUP**(lookup_value, table_array, row_index_num, [range_lookup])

lookup_value: value which we have to search for.

table_array: table to be selected and the *lookup_value* column should be in extreme left to be consider.

col_index_num / row_index_num: column/row reference number should be provided to carry out the match as per *lookup_value*.

range_lookup: *range_lookup* search for exact match or approx. match for the given *lookup_value*. True/1 for approx. match and False/0 for exact match.

5. When would you use the subtotal function?

Solⁿ. When we have to do the total of any columns based on the category, we can use subtotal function to show the output after sorting the columns. The Subtotal function is found in the DATA ribbon under outline section.

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

Solⁿ. Syntax: **VLOOKUP**(lookup_value, table_array, col_index_num, [range_lookup])

lookup_value: value which we have to search for.

table_array: table to be selected and the *lookup_value* column should be in extreme left to be consider.

col_index_num: column reference number should be provided to carry out the match as per *lookup_value*.

range_lookup: *range_lookup* search for exact match or approx. match for the given *lookup_value*. True/1 for approx. match and False/0 for exact match.