Advance Excel Assignment 2

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

Ans: When a $ sign is used before the cell reference, Excel will keep referring to that cell

even when you copy and paste the formula.

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

Ans: Select the cell that contains formula > Select the preference in formula bar > F4 to switch between references

3. Explain the order of operations in excel?

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: a. SUM()

b. SUMIF()

c. AVERAGE()

d. TODAY()

e. DATE(year, month, day)

Basic syntax

i. SUMIF function =SUMIF(range, criteria, [sum\_range])

ii. AVERAGE function =AVERAGE(number1, [number2]…)

5. When would you use the subtotal function?

Ans: Subtotal function can be applied to find a sum of filtered values.

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

syntax =VLOOKUP ( search\_value , lookup\_table , column\_number, [ approximate\_match] )

Terms:

search\_value is the value you're searching for

lookup\_table is the range you're searching within

column\_number is the number that represents how many columns into lookup\_table

approximate\_match is optional and can be either true or false.