

## Advance Excel (Assignment 2)

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

Ans : Dollar(\$) sign makes cell reference in absolute. It the value of the selected cell column or cell can't be change.

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

Ans : Relative is dynamic reference cell means value the in cell by autofill or by default.

Absolute reference cell is the fixed reference cell values can not be change by default.

Use the key F4 we can go from relative reference to absolute reference.

3. Explain the order of operations in excel?

Ans : Order of operation we use the rule is called the "PEMDAS" rule:

P	PARENTHESES	(), {}, []
E	EXPONENT	^
M	MULTIPLY	*
D	DIVIDED	/
A	ADDITION	+
S	SUBTRACTION	-

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

Ans : Top five function of excels are :-

A. VLookup formula B. Concatenate formula, C. text to columns, D. Remove duplicates, E. Pivot Tables.

A. VLookup formula : It is useful to find the exact or similar entry in your data.

Formula : VLOOKUP(lookup\_value,table array,col\_index\_num,[range\_lookup])

B. Remove duplicates : Two ways to removes duplicate Remove duplicates entries.

- Select the data\_insert option\_condition formatting\_heighlights and tools\_duplicates values\_ok

OR

- Select the data\_insert option\_remove the duplicate\_ok

5. When would you use the subtotal function?

Ans : Difference between sum and subtotal is that sum formula is consider the all rows that will be hidden or not, but the subtotal only considered the visible row or column.

Select the entries\_home page\_autosum\_sum\_enter

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

Ans : VLookup formula : It is useful to find the exact or similar entry in your data.

Formula : VLOOKUP(lookup\_value,table array,col\_index\_num,[range\_lookup])