Advance Excel Assignment 2

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

Answer:

The dollar sign fixes the reference to a given cell, so that it remains unchanged no matter where the formula moves.

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

Answer:

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.

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1. Explain the order of operations in excel?

Answer:

Excel's order of operation follows the acronym PEMDAS (Parentheses, Exponents, Multiplication, Division, Addition, Subtraction).

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

Answer:

Here is the list of the top 10 basic formulas and functions in Excel.

1. SUM
2. COUNT
3. COUNTA
4. COUNTBLANK
5. AVERAGE
6. MIN Excel
7. MAX Excel
8. LEN Excel
9. TRIM Excel
10. IF Excel

**Basic Syntax of Sum():** This basic Excel formula is used to get the sum of the value in one or more cells or ranges

**=SUM(<cell range to find out sum of numbers>)**

**Basic Syntax of count ():** This basic Excel function counts the numeric value in one or more cells or ranges

**=count(<cell range to find count of items >)**

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1. When would you use the subtotal function?

Answer:

SUBTOTALS help us to get the totals of several columns of data broken down into various categories.

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

Answer:

=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).