ASSIGNMENT 2

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

Ans. =>

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

Que2. How to Change the Reference from Relative to Absolute (or Mixed)?

Ans. =>

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.

Que3. Explain the order of operations in excel?

Ans. =>

Operations are enclosed in parentheses. Exponential calculations (3^2, for example) Multiplication, and division, whichever comes first. Addition and subtraction, whichever comes first.

Que4. What, according to you, are the top 5 functions in excel and write a basic syntax for any of two?

Ans. =>

  ➢ The SUM Function. The sum function is the most used function when it comes to computing data on Excel [SUM (A2:A10) Adds the values in cells A2:10]
  ➢ The TEXT Function [TEXT(TODAY(),"DDDD") Today's Day of the week, like Monday]
  ➢ The VLOOKUP Function [Use the VLOOKUP function to look up a value in a table. For example: =VLOOKUP (A2, A10:C20,2, TRUE) =VLOOKUP ("Fontana", B2:E7,2, FALSE)]
  ➢ The AVERAGE Function [=AVERAGE (A1:A20) returns the average of those numbers]
  ➢ The CONCATENATE Function [=CONCATENATE ("Stream population for ", A2, " ", A3, " is ", A4, "/mile.")]

Que5. When would you use the subtotal function?

Ans. =>

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 behaviour and show max, min, average, etc.

Que6. What is the syntax of the VLOOKUP function? Explain the terms in it?

Ans. =>

Use VLOOKUP when you need to find things in a table or a range by row. For example, look up a price of an automotive part by the part number, or find an employee name based on their employee ID