**Advance Excel Assignment 2**

Question 1: What does the dollar ($) sign do?

Solution 1: An absolute reference in Excel is a cell address with the dollar sign ($) in the row or column coordinates, like $A$1. The dollar sign fixes the reference to a given cell, so that it remains unchanged no matter where the formula moves.

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

Solution 2: Press F4 Key once in the cell reference changes from A1 to $A1$ which will change from Relative to Absolute.

Question 3: Explain the order of operations in excel?

Solution 3: In general, Excel’s order of operation follows the acronym PEMDAS (Parantheses, Exponents, Multiplication, Division, Addition, Subtraction) but with some customization to handle the formula syntax in a spreadsheet.

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

Solution 4: Below are the top 5 functions used in excel.

1] Sum Function: Sum function is used to calculate the total of given number of cell.

2] Text Function: Text function is a useful tool that helps convert a date (or number) into a text string in a particular format.

3] VLOOKUP Function

4] Average Function

5] Concatenate Function

Question 5: When would you use the subtotal function?

Solution 5: We can use the subtotal function based on 2 columns value and also allows users to create groups and then perform various other Excel functions such as SUM, COUNT, AVERAGE, PRODUCT, MAX, etc. Thus, the SUBTOTAL function in Excel helps in analyzing the data provided.

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

Solution 6: *VLookup* is powerful Excel function that is often overlooked. Users will find it useful when they need to find specific data on a large table. You can also use *VLookup*to search for names, phone number, or specific data on your sheet. Instead of manually looking for the names and wasting time scrolling through hundreds of data, the [*VLookup* function](http://spreadsheeto.com/vlookup/) makes this process faster and more efficient.

The VLOOKUP formula is “=VLOOKUP” (lookup\_value, table\_array, col\_index\_num, \*range\_lookup\*).

* “lookup\_value” is the data you want to find.
* “table\_array” is the data column where you want to limit your search.
* “col\_index\_num” is the column number within the table that you want to return a value from.
* “range\_lookup” is an optional argument that allows you to search for the exact match of your lookup value without sorting the table.