**Assignment 2**

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

It fix the cell which is used as reference in the formula. That cell remain unchanged.

Eg. A1 – B7$ ( Whatever the value is in B7 will be subtracted form the value which is in A1

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

In relative formula be like ( A1 – B7 )

In absolute formula be like ( A1 – B$7$ )

1. **Explain the order of operations in excel?**

Parentheses - ( )

Exponent - ^

Operations - \*, /, +,-

* As any calculation in the bracket will happen at first priority eg. 5 + ( 10 \* 2 )
* Then if there is any exponent in the calculation it will happen at 1st priority then other operation will happen. . 5 + ( 10 \* 2^4 )
* If calculation is given as 8 \* 5 + 4 / 6 - 8 Then at first 8 \* 5 will calculated then 4/6 after that addition will be occur then subtraction.

1. **What, according to you, are the top 5 functions in excel and write a basic syntax for any of two?**
2. Finding and identify Duplicate from table

* Select Table/columns from which you want to remove duplicate.
* Click on data from tool bar.
* Click on remove duplicates

1. Conditional formatting

* Create table and copy paste column heading on same sheet
* Click on data on tool bar.
* Click on data validation.
* Select list from dropdown of allow.
* Select all items in source field.
* And click on OK button.
* List of all data selected is created.
* Now for highlighting selected item.
* Select whole table.
* Click on Home tab from tool bar
* Click on conditional formatting.
* Select New Rule from dropdown.
* Select “Use a formula to determine which cell is determine”
* Select first item of first column and delete 2nd $ symbol from format value column. Put = sign infront of it and select 1st row from created one column
* Click on Format option, then select fill option select required colour and click on OK button.

1. Match
2. Pivot table/chart
3. Rank
4. Ascending/Descending
5. Sub function =subfunction( )
6. **When would you use the subtotal function?**

Whenever I have to perform any operation on required items then I will use subtotal function.

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

=VLOOKUP( )

Terms :

Lookup\_values : Which item you are looking for.

Table\_array : Selete portion of table you are going to search value.

Col\_index\_num : Column number of value you want.

Range\_lookup : Exact match ( enter 0), Approx match ( enter 1 )