ADVANCE EXCEL ASSIGNMENT – II

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

Ans. This sign is used most often to represent U.S. currency value. (Dollar)

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

Ans. To change the reference type of cells.

   1. Press F4 key once: The cell reference changes from A1 to A1 (becomes 'absolute' from 'relative').
   2. Press F4 key two times: The cell reference changes from A1 to A$1 (changes to mixed reference where the row is locked).

3. Explain the order of operations in excel?

Ans. Excel's order of operation follows the acronym PEMDAS (**Parentheses, Exponents, Multiplication, Division, Addition, Subtraction)** but with some customization to handle the formula syntax in a spreadsheet.

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

Ans. Top 5 functions according to my idea are

   1. The SUM Function. **Syntax:** SUM (number1, number2, …...)
   2. The TEXT Function. **Syntax:** =TEXT (Value, format_text)
   3. The VLOOKUP Function
   4. The AVERAGE Function. **Syntax:** =AVERAGE (Ax: Ay)
   5. The MAX & MIN Function

5. When would you use the subtotal function?

Ans: It is designed for columns of data, or vertical ranges. This allows users to create groups and then perform various other Excel Functions. Hiding some other columns does not affect the subtotal. Subtotal, function in Excel helps in analyzing the data provided.

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

Ans. **Syntax** =VLOOKUP (lookup_value, table_array, column_index_num, [range_lookup])

=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).