

Advance Excel Assignment 2

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

Ans: - indicating absolute cell references in formulas.

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

Ans: - **Switch between relative, absolute, and mixed references**

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.

3. Explain the order of operations in excel?

Ans: - Excel's order of operation follows the acronym PEMDAS (**P**arentheses, **E**xponents, **M**ultiplication, **D**ivision, **A**ddition, **S**ubtraction) 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: - The SUM Function

The TEXT Function

The VLOOKUP Function -VLOOKUP (lookup value, table array, col_index_num, range lookup)

The AVERAGE Function

The CONCATENATE Function - CONCATENATE (text1, [text2...text_n]),

5. When would you use the subtotal function?

Ans: - The SUBTOTAL function ignores any rows that are not included in the result of a filter, no matter which function_num value you use. The SUBTOTAL function is designed for columns of data, or vertical ranges. It is not designed for rows of data, or horizontal ranges.

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

Ans: - 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.