

Advance Excel Assignment 2

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

Ans: A dollar sign (\$) is the symbol found on the same key as the number four (4) key on United States QWERTY keyboard

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

Ans: (i) Select the cell that contains the formula.

(ii) In the formula bar, select the reference that you want to change.

(iii) Press F4 to switch between the reference types.

3. Explain the order of operations in excel?

Ans: If a formula contains operators with the same precedence—for example, if a formula contains both a multiplication and division operator—Excel evaluates the operators from left to right.

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 sum function is the most used function when it comes to computing data on Excel. ...
- The TEXT Function. ...
- The VLOOKUP Function. ...
- The AVERAGE Function. ...
- The CONCATENATE Function

5. When would you use the subtotal function?

Ans: The SUBTOTAL function is designed for columns of data, or vertical ranges. It is not designed for rows of data, or horizontal ranges. For example, when you subtotal a horizontal range using a function_num of 101 or greater, such as SUBTOTAL(109,B2:G2), hiding a column does not affect the subtotal.

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

Ans: In its simplest form, the VLOOKUP function says: =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)

