EXCEL ASSIGNMENT 2

Q1. What does the dollar ($) sign do?

Ans: In Excel, the dollar ($) is used to create an absolute cell reference in a formula. An absolute reference is a reference to a specific cell that does not change when the formula is copied or filled to other cells in the worksheet.

Q2. How to Change the Reference from Relative to Absolute (or Mixed)?

Ans: To change a cell reference from relative to absolute or mixed in Excel, you can add dollar ($) signs before the column letter, the row number, or both, depending on the type of reference you want to create.

Here are the steps:

1. Select the cell or range of cells that contain the formula.
2. In the formula bar, click on the cell reference.
3. Add a dollar ($) sign before the column letter, the row number, or both, depending on the type of reference. For example:
    - To create an absolute column reference, add dollar ($) sign before the column letter (e.g., $A1).
    - To create an absolute row reference, add dollar ($) sign before the row number (e.g., A$1).
    - To create a mixed reference that is absolute in one direction and relative in the other, add dollar signs before both the column letter and the row number (e.g., A1).
4. Press Enter to save the changes to the formula.

Q3. Explain the order of operations in excel?

Ans: The order of operations in Excel, also known as the precedence of operators, determines the sequence in which Excel performs calculations in a formula. The order of operations is important because it ensures that formulas are calculated correctly and consistently.

The order of operations in Excel is as follows:

1. Brackets: Excel calculates expressions inside brackets first. If a formula contains more than one set of brackets, Excel will calculate the innermost set first and then work outward.
2. Exponents: Excel calculates any exponentiation (raising a number to a power) next.
3. Multiplication and Division: Excel performs multiplication and division operations next, from left to right.
4. Addition and Subtraction: Excel performs addition and subtraction operations last, from left to right.

Q4. What, according to you, are the top 5 functions in excel and write a basic syntax for any of two?

Ans: The top 5 functions which commonly used functions in Excel are:

1. SUM: adds up a range of cells.
   Syntax: =SUM (number1, [number2], …)
2. AVERAGE: calculates the averages of a range of cells.
   Syntax: =AVERAGE (number1, [number2], …)
3. IF: performs a logical test and returns one value if the test is true and another value if the test is false.
   Syntax: IF (logical_test, [value_if_true], [value_if_false])
4. VLOOKUP: looks up a value in a table and returns a corresponding value from a specified column.
   Syntax: =VLOOKUP (lookup_value, table_array, col_num_index, [range_lookup])
5. CONCATENATE: combines two or more text strings into one
   Syntax: =CONCATENATE (text1, [text2], …)

Q5. When would you use the subtotal function?

Ans: The SUBTOTAL function in Excel is used to calculate a subtotal for a range of cells or a table, while ignoring other subtotals within that range or table. It is commonly used in situations where you want to calculate a subtotal for a certain category or group with a larger dataset. The subtotal function is particularly useful in situations where you need to perform calculation on a large dataset that contains multiple subcategories or groups.

Q6. What is the syntax of the VLOOKUP function? Explain the terms in it?

Ans: The syntax of the VLOOKUP function in Excel is as follows:

= VLOOPUP (lookup_value, table_array, col_index_num, [range_lookup])

Explanation of each of the terms in the VLOOKUP function syntax:

1. lookup_value: This is the value that you want to look up in the first column of the table_array.
2. Table_array: This is the range of cells that contains the table of data that you want to search. The table_array must contain the lookup_value in its leftmost column.
3. col_index_num: This is the column number in the table_array that contains the data that you want to return. The first column in the table_array is column 1, the second column is column 2, and so on.
4. range_lookup: This is an optional argument that specifies whether you want an exact match or an approximate match for the lookup_value. If range_lookup is omitted or set to TRUE, Excel will find an approximate match for the lookup_value. If range_lookup is set to FALSE, Excel will find an exact match for the lookup_value.