**Advance Excel Assignment 2**

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

A dollar sign in Excel is used for absolute cell referencing.

This tells Excel that you want to always refer to specific cell even when the formula is copied across.

Example: A1: Both the column and row will change.

$A1: The column will always point to A, but the row will change

A$1: The column will change, but the row will always point to 1

$A$1: Both the column and row will remain pointed to A1.

Shortcut key – F4.

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

By using F4 key. To do this select the cell or range of cells that you want to convert. Then press the F4 key on your keyboard.

This will cycle through the different reference options and eventually land on an absolute reference.

1. Explain the order of operations in excel?

Parentheses – () – 1

Range - : - 2

Intersection - <space> - 2

Union – ‘– 2

Negation - - 3

Percentage -% - 4

Exponential Operator - ^ -5

Division- /- 6

Multiplication- \*- 6

Addition - + 7

Subtraction – 7

Concatenation & 8

Equal to = 9

Greater than > 9

Less than < 9

Greater than equal to >= 9

Less than Equal to <= 9

Not Equal to <> 9

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

“=SUM (c2:c4)”

1. AVERAGE

“=AVERAGE (C2, C3, C4)”

1. COUNT

“=COUNT (C1:C4)”

4. SUBTOTAL

“=SUBTOTAL (1, A2:A4)”

1. MODULES

“=MOD (A2, 3)”

1. When would you use the subtotal function?

Returns a subtotal in a list or database. It is generally easier to create a list with subtotals

It recognizes other subtotals within the referenced range and it excludes them from its calculation.

It automatically adds up the correct data and also has the advantage of being easily changed

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

VLOOKUP is a function present in Excel used to look up and bring forth data from given range.

V stands for vertical and use this function data should be arranges vertically.

VLOOKUP is very useful when you have to and some piece of data from huge amount of data.

-->Takes a look up value

🡪Searches for it in the leftmost column

🡪When the first occurrence is found, it moves right

🡪Returns a value from the given value

🡪Can return exact and approximate matches.

