Advance Excel Assignment 2

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

Ans.

A dollar ($) sign is called a locked cell reference. When we copy formulae vertically down or horizontally right, it freezes reference of particular cell and do now allow that reference to move from its position.

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

Ans.

Changing the reference from relative to absolute can be done by following steps:

* Highlight the cell containing the formulae we want to have to change to an absolute reference.
* Left click on the formulae box and add a ($) symbol.

1. Explain the order of operations in excel?

Ans.

When evaluating a formula, Excel follows a standard math protocol called "order of operations".

Excel solves formulas in the following order:

1. Parentheses
2. Reference operators
3. Exponents
4. Negation
5. Percent
6. Multiplication and Division
7. Addition and Subtraction
8. Concatenation
9. Logical operators

First, any expressions in parentheses are evaluated. Next, Excel will resolve references. Next, Excel will perform exponentiation, negation, and percent conversions, followed by multiplication and division, addition and subtraction, and [concatenation](https://exceljet.net/glossary/concatenation). Finally, Excel will evaluate [logical operators](https://exceljet.net/glossary/logical-operators).

1. 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 in excel according to me are:

* 1. **The sum function**

The sum function is the most used function when it comes to computing data on Excel.

The syntax formula for sum function is “=SUM” (number1, number2, etc.).

* 1. **The text function**

Text function is a tool that helps convert a date or number into a text string in a particular format.

The syntax formula for text function is “=TEXT” (value, format\_text).

* 1. **VLOOKUP function**

VLOOKUP function is useful when we need to find specific data on a large table.

* 1. **The Average function**

The average function is an extremely useful tool for getting the average value in a range of cells.

* 1. **The concatenate function**

This function is a good time saver when you need to combine data from 2 or more cells.

1. When would you use the subtotal function?

Ans.

Subtotal Function is used to perform some specific arithmetic and logical operation on a defined range of cells.

Subtotal formula takes two arguments:  
1. Operation Code  
2. Range of Cells.

Syntax of Subtotal Function: =subtotal(Operation\_Code, Range1)

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

Ans.

The syntax of the Excel Vlookup function is:

VLOOKUP( lookup\_value, table\_array, col\_index\_num, range\_lookup)

**Lookup\_value:** Select the cell where search values will be entered.

**Table\_array:** The table range, including all cells in the table.

**Col\_index\_num:** The data which is being looked up. The input is the number of the column, counted from the left:

**Range\_lookup:** TRUE if numbers (1) or FALSE if text (0).