Daimilkumar bharatbhai patel

daimilpatel@gmail.com

7600350858

Advance Excel Assignment 2

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

Ans :-

The dollar sign in an Excel cell reference affects just one thing - it instructs Excel how to treat the reference when the formula is moved or copied to other cells. In a nutshell, using the $ sign before the row and column coordinates makes an absolute cell reference that won't change. Without the $ sign, the reference is relative and it will change.
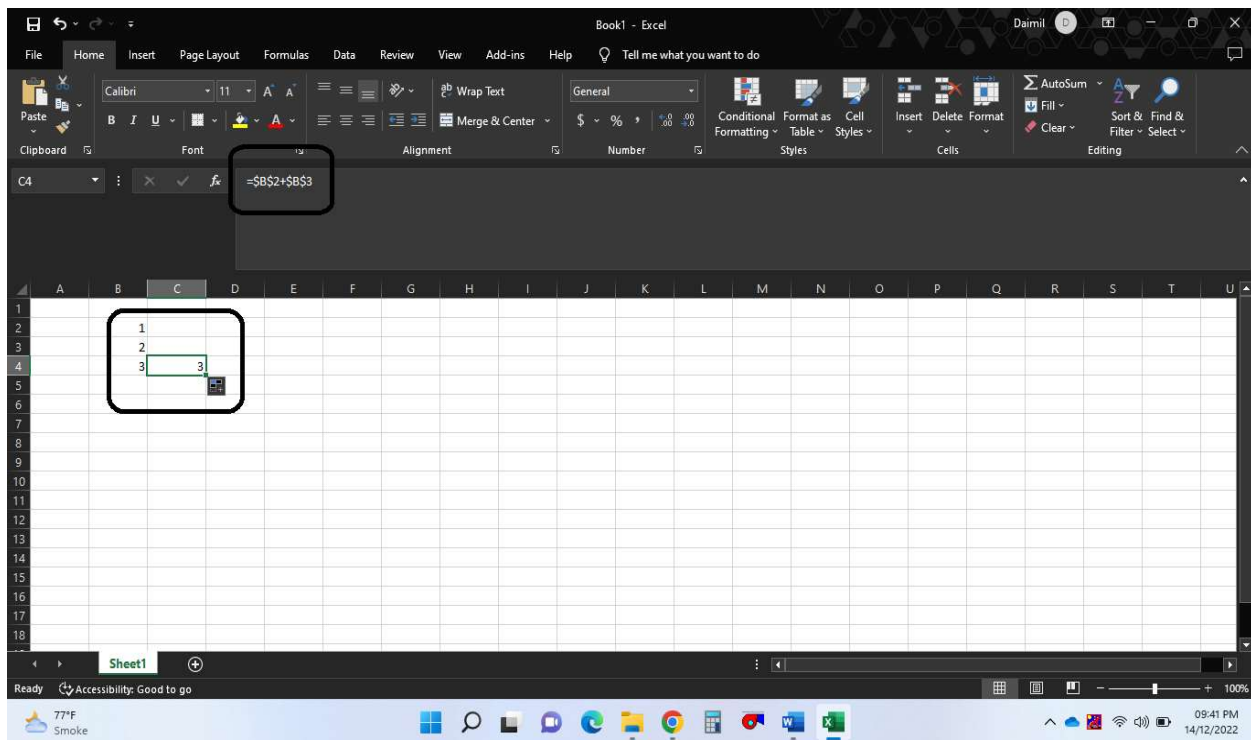
2) How to Change the Reference from Relative to Absolute (or Mixed)?
Ans:-
absolute reference can be done by following the steps below.

Open Microsoft Excel.
Highlight the cell containing the formula you want to have changed to an absolute or relative reference.
Click the formula box (shown below) or highlight the formula and press the F4 key to switch between an absolute and relative cell reference.

If you want to write manually or create an absolute reference, use the "$" symbol in your formula. Below is a basic example demonstrating the difference between a basic relative and absolute reference.

3) Explain the order of operations in excel?

Excel evaluate the formulas from left to right following an operator precedence.

Parentheses '( )' are evaluated first.
Then Exponentiation '^', Multiplication or Division '* or /' (whichever comes first),
Addition or Subtraction '+ or -' (again whichever comes first),
Concatenation (joining strings) '&' and finally Comparison.
Excel evaluate the formulas from left to right following an operator precedence.
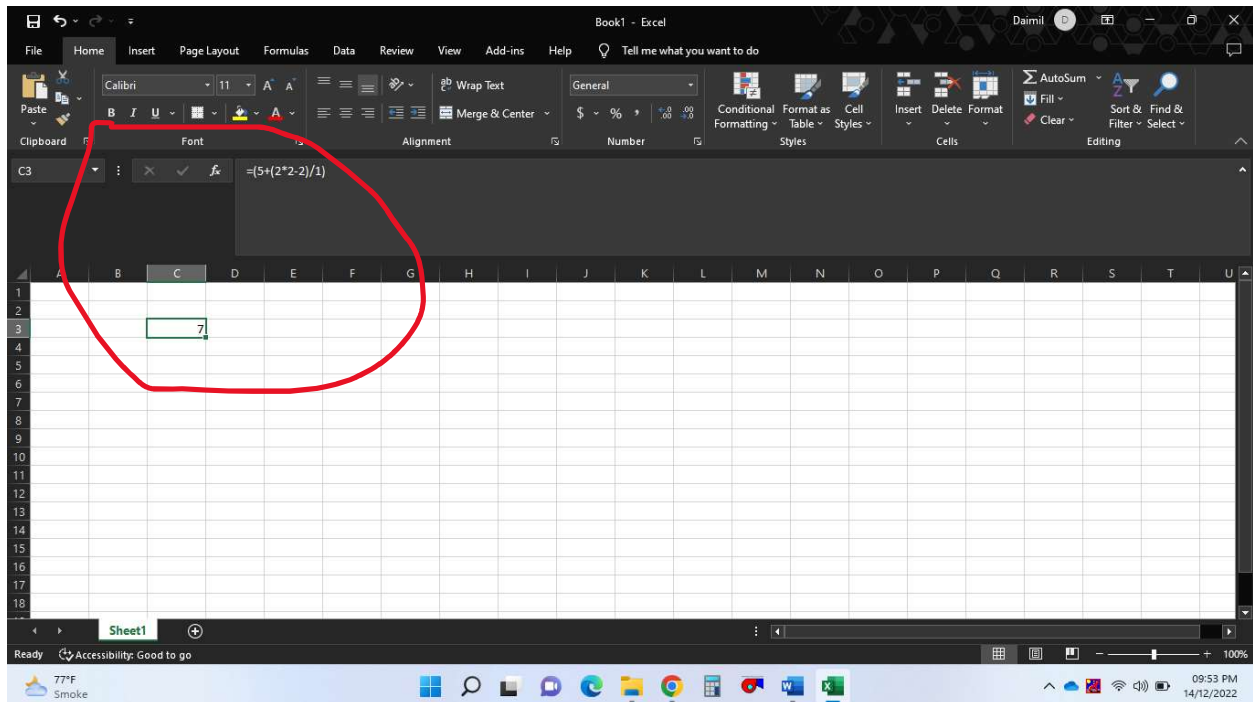
4) What, according to you, are the top 5 functions in excel and write a basic syntax for any of two?

Here is the list of the top 10 basic formulas and functions in Excel.

SUM

COUNT

COUNTA
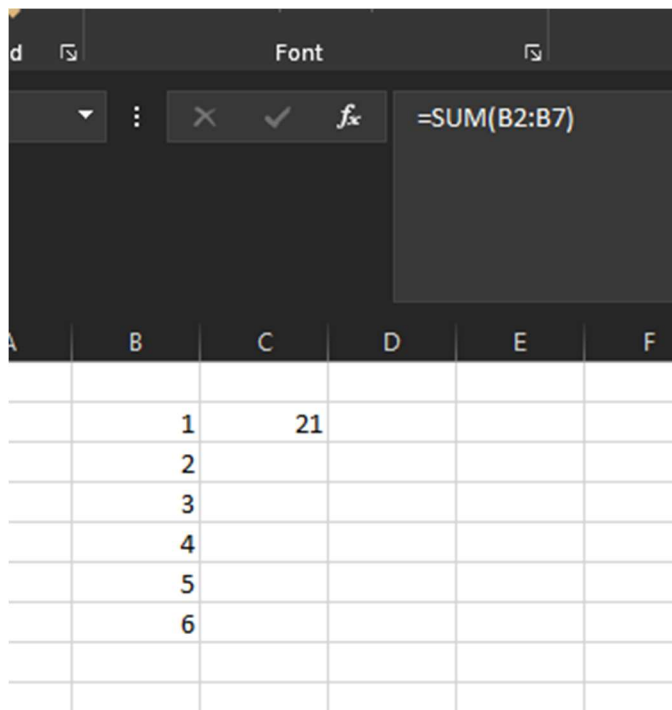
COUNTBLANK

AVERAGE

MIN Excel

MAX Excel

LEN Excel

TRIM Excel

IF Excel

EXAMPLE :-

SUM=This basic Excel formula is used to get the sum of the value in one or more cells or ranges.

AVERAGE = This basic formula in Excel is used to get the value average in one or more cells or ranges.

	Font		
▼ ⋮ ✕ ✓ *fx*	=AVERAGE(B2:B7)		

B	C	D	E	F
1	3.5			
2				
3				
4				
5				
6				

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 of 101 or greater, such as SUBTOTAL (109, B2:G2), hiding a column does not affect the subtotal.
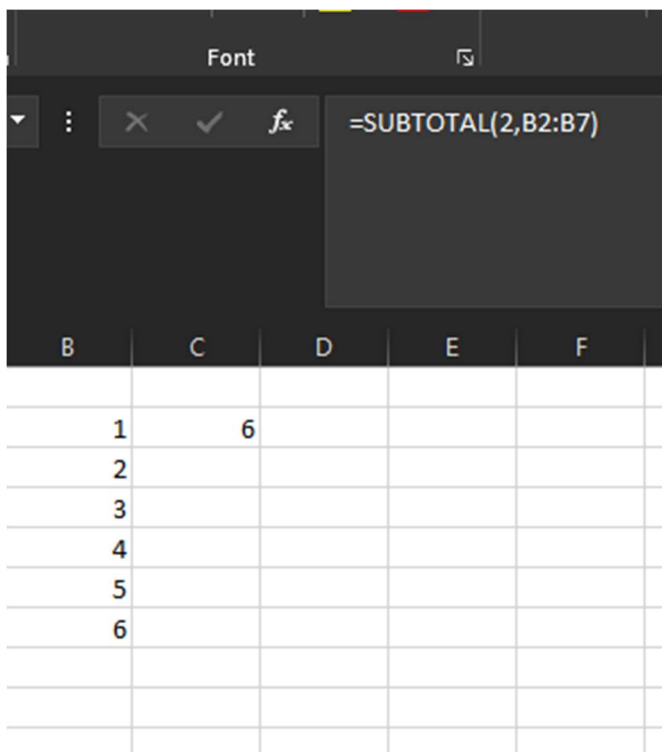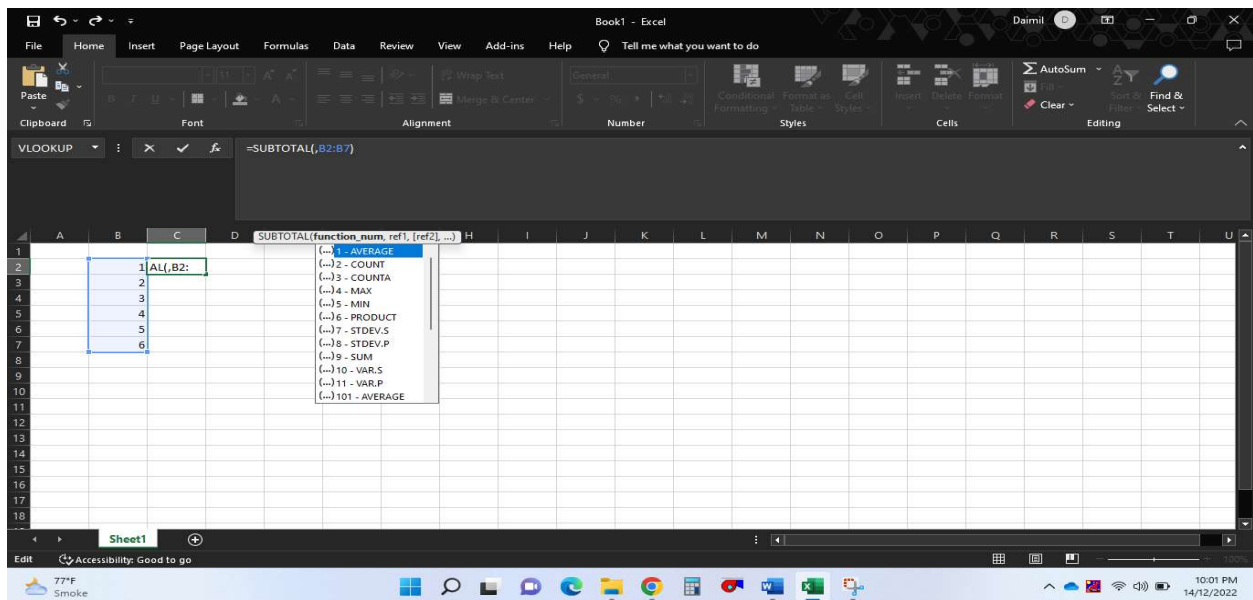
6) What is the syntax of the VLOOKUP function? Explain the terms in it?

ANS:-

   Following is the Vlookup Syntax in Microsoft Office Excel. Syntax of vlookup formula contains required four arguments or parameters to work in MS Excel.
VLOOKUP(lookup_value, table_array, col_index_num,

Here is the detailed explanation of arguments for Vlookup formula.
•**lookup_value**: lookup_value is the first parameter of excel Vlookup formula . lookup_value is a required parameter in Vlookup function in excel . Lookup value is a value which user wants to search in the first column of a range array and wants the respective row values to be returned. If excel finds lookup value in the table array it will return the respective row value of the given column in the range. Otherwise it will return #N/A error.
•**table_array**: table_array is the second parameter of excel Vlookup formula. table_array is a required parameter in Vlookup function in excel. table_array is a range in Excel worksheet which user wants to search the lookup value in the first column of this table array.
Note: Vlookup function is not a case sensitive.
•**col_index_num**: col_index_num is the third parameter of excel Vlookup formula. col_index_num is a required parameter in Vlookup function in excel. We need to mention column index number in the Vlookup formula to tell Excel from which column of the given array to be picked a row value of the lookup value. Column index number should be always greater than equals to 1 and less than or equals to number of columns in the given table array range. If you specify less than 1, Vlookup formula returns #VALUE error value. And if you mention a column number which is greater than number of columns in the lookup table array range, vlookup formula returns #Ref error value.
•**range lookup**: range lookup is the fourth parameter of excel formula. range lookup is an optional parameter in Vlookup function in Excel. Range lookup parameter is to specify whether user required an exact match values or an approximate match values. If you omit this parameter, VLOOKUP function treat it as TRUE as default.
You can mention TRUE (or 1) or FALSE (or 0) as a range lookup. Here TRUE searches for the exact match and returns the respective row values if match founds. Otherwise VLOOKUP returns approximate row values of the given lookup value. I.e. less than the exact match. Here TRUE and FALSE are Boolean values.
FALSE returns the Exact matched row values. If lookup value not found in the first column of the table array,

B **I** **U** ⌄ | 🔲 ⌄ | 🎨 ⌄ **A** ⌄ | ≡ ≡ ≡ | ⇤ ⇥ | ⬛ Merge & Ce

Font | Alignment

⌄ | ⋮ | ✕ ✓ | *fx* | =VLOOKUP(G2,A2:B7,2,FALSE)

	B	C	D	E	F	G	H
1						B	2
2						D	
3						C	
4						A	
5							
6							