

Advance Excel Assignment 2

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

Ans – After selecting some cells if you press dollar(\$) sign given in the ribbon, then it will format the selected cells as Currency.

Also, there is one another use of dollar(\$) sign if we add \$ sign in cell reference then when you copy the formula its reference does not change and its call absolute reference.

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

Ans – By adding the dollar(\$) sign we can change the reference from relative to absolute. For example, in a division formula, say =F4/F9, if we want to make F9 absolute reference then we need to add dollar(\$) sign in F9 as \$F\$9 and then the formula will looks like: =F4/\$F\$9.

3. Explain the order of operations in excel?

Ans – The calculations in excel follow BODMAS rule, so to make effective calculations we also have to write the formula in that way only to get correct results. This BODMAS rule is known as order of operations in excel.

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

Ans – 5 functions in Excel:

- a) SUM()
- b) MIN()
- c) MAX()
- d) AVERAGE()
- e) COUNT()

Syntax of 2 formulas:

- i) SUM: =SUM(B2:B9)
- ii) COUNT: =COUNT(B2:B9)

5. When would you use the subtotal function?

Ans – SUBTOTAL function is used to perform various type of different calculations in a certain range. Subtotal formula has 2 elements first being function number and then range. Function number is entered to perform a particular function, for example to do addition function number is 9 but to do average function number is 1 and then the range, for example D1:D9.

Syntax to do addition of D1 to D9 using subtotal formula: =SUBTOTAL(9,D1:D9)

Syntax to do average of D1 to D9 using subtotal formula: =SUBTOTAL(1,D1:D9)

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

Ans – Syntax of VLOOKUP:

=VLOOKUP(look_up_value, table_array, col_index, 0/1)

- a) look_up_value – Here we have to select the cell whose value we are searching.
- b) table_array – Here we select the range
- c) col_index – Here we right the column number of the selected table
- d) 0/1 – 0 is used to find exact match, 1 is used to find approximate match.