Assignment-2

1. ‘$’ sign refers to that each part of reference i.e.,the letter refers to the row and the number refers to the column or vice versa and is preceded by $. For eg. $2A2 is an absolute reference to cell A2.
2. Select the cell that contains formula. Next go to formula bar select the reference we want to change and press F4 to switch the reference types.
3. Order of operations in excel:

|  |  |  |
| --- | --- | --- |
| Order | Operators | operation |
| 1 | () | Parantheses |
| 2 | ^ | exponentioal |
| 3 | /,\*,+,- | Division , multiplication , Addition , Subtraction |
| 4 | & | concatenation |
| 5 | >,<,<=,>=,= | Comparsion |

1. One of the top 5 functions in excel: Vlookup, concatenate function, sum function, text function , average function, hlookup function,max function  
   syntax : sum function : =sum(number1,number2),  
    for eg . if we want to add numbers from cell A1 to A7 then =sum(A1:A7)  
    syntax for AVG function for above eg then =AVERAGE(A1:A7)
2. Sub totatl function in excels allows user to crea
3. Vlookup syntax:  
   =Vlookup(lookup\_value, table\_array, colulmn\_index\_number,[range lookup])  
   Terms :  
   **lookup value** : select the cell where the values to entered .  
   **table array** : table range ,which includes all cells table.  
   **column index num**: The data which is being looked up . the input is the number is the number of column which is counted from left  
   **range lookup** : true if numbers(1) or if false numbers(0).