**ADVANCE EXCEL ASSIGNMENT 2**

Q.1. What does dollar sign do?

Answer: Dollar sign helps when we need to fix a reference cell in the formulae.

Q.2. How to change the reference from relative to absolute (or mixed)?

Answer: To change a cell from relative to absolute we need to write the cell using dollar sign.

For example F4 will be written as $f$4.

Q.3. Explain the order of operations in EXCEL?

Answer: Excel while doing operation follows PEMDAS where P stands for parentheses, E for exponents, M for multiplication, D for division, A for addition and S for subtraction.

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

Answer:

1. SUM function : helps in calculation of a range of numbers. Syntax: “=SUM(COL 1: COL N)”
2. VLOOKUP function: helps in finding specific data. Syntax: “=VLOOKUP(lookup\_value, table\_array, col\_index\_num, range lookup)”
3. Concatenate function: helps in combining two or more cells with all contents.

Syntax: = CONCATENATE(text1,text2,….)

1. PIVOIT TABLE: Pivot table helps in analyzing dataset and summarize it in variety of ways.
2. Remove duplicates: To remove duplicates for proper analysis of dataset.

Q.5. When would you use subtotal function?

Answer: A subtotal function is used in vertical data or columns of data mainly. It helps in using it repeatedly in a column and then can be used again at the end for grand total.

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

Answer: Syntax for vlookup is

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

Lookup\_value = Value to be found in first column of table

Table\_array = table of text, numbers, logical values in which data is retrieved.

Col\_index\_num = column number in table array from which matching value is returned.

Range lookup = logical value, True for closest match and False for exact match.