

# Advance Excel Assignment 2

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

In Excel, a dollar sign can denote a currency format, but it has another common use: indicating absolute cell references in formulas.

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

Press F4 key once: The cell reference changes from A1 to \$A\$1 (becomes 'absolute' from 'relative').

Press F4 key two times: The cell reference changes from A1 to A\$1 (changes to mixed reference where the row is locked).

3. Explain the order of operations in excel?

When evaluating a formula, Excel follows a standard math protocol called "order of operations". In general, Excel's order of operation follows the acronym PEMDAS (Parentheses, Exponents, Multiplication, Division, Addition, Subtraction) but with some customization to handle the formula syntax in a spreadsheet.

B5

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:

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✓

*f*<sub>x</sub>

1

A

B

C

D

E

F

1

2

3

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Order of Operations

Order	Symbols	Operation	Example
1	()	Parentheses	=(5-2)*4 = 12
2	:,	Reference operators	=SUM(A1:A5)
3	-	Negation	=-3^2 = 9
4	%	Percent	=5%*100 = 5
5	^	Exponentiation	=5^2*2 = 50
6	* /	Multiplication and Division	=7-6/2 = 4
7	+ -	Addition and Subtraction	=6/2+1 = 4
8	&	Concatenation	= "score: "&5+1 = score: 6
9	> < = <>	Logical comparisons	=3^2>5+3 = TRUE

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

## 1. The SUM Function

The *sum* function is the most used function when it comes to computing data on Excel. This function works to sum a group of numbers in a specific set of cells. This means you don't need to type a long cumbersome formula just to calculate the sum of all the data you need. Because of its popularity, newer versions of Microsoft Excel have a button specifically for this function.

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

## 2. The TEXT Function

*Text* function is a useful tool that helps convert a date (or number) into a text string in a particular format. It falls in the category of string formulas that converts numerical values to a string. It is handy when users need to view numeric data in a readable format. Take note that the “TEXT” formula only works to convert numeric values to text. Therefore, its results cannot be calculated.

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

## 3. The VLOOKUP Function

*VLookup* is powerful Excel function that is often overlooked. Users will find it useful when they need to find specific data on a large table. You can also use *VLookup* to search for names, phone number, or specific data on your sheet. Instead of manually looking for the names and wasting time scrolling through hundreds of data, the [VLookup function](#) makes this process faster and more efficient.

The *VLookup* formula is “=VLOOKUP” (lookup\_value, table\_array, col\_index\_num, \*range\_lookup\*)

## 4. The AVERAGE Function

The *average* function is an extremely useful tool for getting the average value in a range of cells. Like the *sum* function, it is frequently used in computing and analyzing data on spreadsheet. Basically, the *average* function works to find the “arithmetic mean” for a group of cells. Aside from the *average* function, Excel also has the *median* and *mode* function.

The syntax formula for the *average* function is “AVERAGE” (number1, number2, etc.).

## 5. The CONCATENATE Function

This function is a good time saver when you need to combine data from 2 or more cells. Unlike the merge tool which physically merges two or more cells into a single cell, the *concatenate* function only combines the contents of the combined cells. In the latest version of Excel ( 2016), the *concatenate* function has been replaced with *concat* function and will be incorporated in more future versions of Excel.

The syntax formula for the *concatenate* function is “CONCATENATE” (text1, [text2...text\_n]),

### 5. When would you use the subtotal function?

The SUBTOTAL function is used when you display a Total row in an Excel Table. Excel inserts the SUBTOTAL function automatically, and you can use a drop-down menu to switch behavior and show max, mian, average, etc.

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

In its simplest form, the VLOOKUP function says: =VLOOKUP(What you want to look up, where you want to look for it, the column number in the range containing the value to return, return an Approximate or Exact match – indicated as 1/TRUE, or 0/FALSE).