

## **Excel Assignment 2 solution**

Q1)What does the \$ dollar sign do?

Ans)\$ means don't change

For ex. If you type A1 in cell A1 than drag that down to A2 ,A3 and so on then A3 will changes to A1 and so on.

Type A1 in cell A1 and drag it to B1 and C1 then see it changes,

Now type A\$1 in cell A1 then drag see what happens it freezes the column, never changes

Without \$=things changed=relative referencing

With \$=things never changes=.absolute

Q2)How to change the reference from relative to absolute?

Ans) by default the reference is relative,there are some steps of changing reference=

- Select the cell that contains the formula
- In the formula bar select the reference that you want to change
- Press F4 to switch between the references

Q3)Explain the order of operation in excel?

Ans)while evaluating a formula excel follow maths protocol called “order of operation”.PEMDAS

- Parentheses
- Exponents
- Multiplication
- Division
- Addition
- Subtraction

Q3)What according to you ,are the top 5 functions in excel,and write a basic syntax for any two?

Ans)According to me top 5 functions are:

1)Vlookup

2)concatenate

3)text to columns

4)remove duplicates

5)pivot tables

**Vlookup:** The vlookup function performs a vertical lookup by searching a value in the first column of a table and returning the value in the same row in index number position.

Syntax: =vlookup(lookup\_value,table\_array,col\_index\_no,[range\_lookup])

Lookup\_value:what you want to lookup

Table\_array=where you want to look for it

Col\_index\_no=the column number in the range containing the value to return

Range\_lookup=approximate/exact match

### **Pivot tables**

An interactive way to quickly summarize large amount of data

Q5)When would you use the subtotal function?

Ans)It uses when you display a total row in an excel table.

Q6)What is the syntax of vlookup ?explain

Ans) Syntax: =vlookup(lookup\_value,table\_array,col\_index\_no,[range\_lookup])

Lookup\_value=value to search

Table\_array=range in which value is to searched

Col\_index\_no= the column number in the range containing the value to return

Range\_lookup=approximate/exact match

