


Advance Excel Assignment 2

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

Solution: The dollar sign fixes the reference to a given cell, so that it remains unchanged no matter where the formula moves. In other words, using \$ in cell references allows you to copy the formula in Excel without changing references.

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

Solution:

1. Select the cell that contains the formula.
2. In the formula bar  , select the reference that you want to change.
3. Press F4 to switch between the reference types.

3. Explain the order of operations in excel?

Solution:

1. Parentheses
2. Reference operators
3. Exponents
4. Negation
5. Percent
6. Multiplication and Division
7. Addition and Subtraction
8. Concatenation
9. Logical operators

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

Solution:

1. SUM:

Syntax: =SUM (number1, number2, etc.)

2. TEXT:

Syntax: =TEXT (value, format_text)

3. VLOOKUP:

Syntax: =VLOOKUP (lookup_value, table_array, col_index_num, *range_lookup*)

4. AVERAGE:

Syntax: =AVERAGE (number1, number2, etc.)

5. CONCATENATE:

Syntax: =CONCATENATE (text1, [text2...text_n]),

5. When would you use the subtotal function?

Solution: The SUBTOTAL Function in Excel allows users to create groups and then perform various other Excel functions such as SUM, COUNT, AVERAGE, PRODUCT, MAX, etc.

Syntax: SUBTOTAL = (method, range1, [range2 ...range_n])

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

Solution:

Syntax: =VLOOKUP (lookup_value, table_array, col_index_num, *range_lookup*)

- **lookup_value:** lookup_value is the first parameter of excel Vlookup formula . lookup_value is a required parameter in Vlookup function in excel . Lookup value is a value which user wants to search in the first column of a range array and wants the respective row values to be returned. If excel finds lookup value in the table array it will return the respective row value of the given column in the range. Otherwise it will return #N/A error.
- **table_array:** table_array is the second parameter of excel Vlookup formula. table_array is a required parameter in Vlookup function in excel. table_array is a range in Excel worksheet which user wants to search the lookup value in the first column of this table array. Note: Vlookup function is not a case sensitive.
- **col_index_num:** col_index_num is the third parameter of excel Vlookup formula. col_index_num is a required parameter in Vlookup function in excel. We need to mention column index number in the Vlookup formula to tell Excel from which column of the given array to be picked a row value of the lookup value. Column index number should be always greater than equals to 1 and less than or equals to number of columns in the given table array range. If you specify less

than 1, Vlookup formula returns #VALUE error value. And if you mention a column number which is greater than number of columns in the lookup table array range, vlookup formula returns #Ref error value.

- **range lookup:** range_lookup is the fourth parameter of excel formula. range_lookup is an optional parameter in Vlookup function in Excel. Range lookup parameter is to specify whether user required an exact match values or an approximate match values. If you omit this parameter, Vlookup function treat it as TRUE as default. You can mention TRUE (or 1) or FALSE (or 0) as a range lookup. Here TRUE searches for the exact match and returns the respective row values if match founds. Otherwise Vlookup returns approximate row values of the given lookup value. I.e. less than the exact match. Here TRUE and FALSE are Boolean values. FALSE returns the Exact matched row values. If lookup value not found in the first column of the table array, vlookup function returns #N/A error value.