**Advance Excel Assignment 2**

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

Ans: The dollar sign $ in Excel represents an absolute cell reference.

Absolute references are cell addresses that contain a dollar sign ($) in row or column coordinates, such as $ A $ 1. The dollar sign locks the reference to a particular cell so that it stays the same no matter where the formula moves.

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

Ans: Please follow steps below:

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?

Ans: Excel usually follows the acronym PEMDAS (parentheses, exponents, multiplications, divisions, additions, subtractions, all from left to right) as the order of operations.

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

Ans: Below are some important functions in excel:

1.SUM Function. “=SUM” (number1, number2, etc.)

2.TEXT Function.  “=TEXT” (value, format\_text)

3.VLOOKUP Function. “=VLOOKUP” (lookup\_value, table\_array, col\_index\_num, range\_lookup\*)

4.AVERAGE Function. “AVERAGE” (number1, number2, etc.)

5.CONCATENATE Function. “CONCATENATE” (text1, [text2…text\_n])

5. When would you use the subtotal function?

Ans: The SUBTOTAL function is used to display total rows in an Excel spreadsheet. Excel's SUBTOTAL function allows users to create groups and then execute various other Excel functions such as SUM, COUNT, AVERAGE, PRODUCT, MAX. Therefore, SUBTOTAL is widely used to analyze the data provided.

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

Ans: The syntax for VLOOKUP Function is “=VLOOKUP” (lookup\_value, table\_array, col\_index\_num, range\_lookup\*)

Details are as below:

1. **lookup\_value:** lookup\_value is the first parameter of the Excel VLOOKUP expression. lookup\_value is a required parameter of Excel's Vlookup function. The lookup value is the value that the user searches in the first column of the range array and returns the value in the corresponding row. When Excel finds the search value in the table array, it returns the value in the corresponding row of the specified column in the range. Otherwise, a # N/A error will be returned.
2. **table\_array**: table\_array is the second parameter of the Excel vlookup expression. table\_array is a required parameter of Excel's Vlookup function. A table array is a range of Excel worksheets where the user searches for search values ​​in the first column of this table array.
3. **col\_index\_num**: col\_index\_num is the third parameter of the Excel Vlookup expression. col\_index\_num is a required parameter of Excel's Vlookup function. You must specify the column index number in the Vlookup expression to tell Excel from which column in the specified array to select the row value for the lookup value. The column index number must always be greater than or equal to 1 and less than or equal to the number of columns in the specified table array range. If less than 1, the Vlookup expression returns a #VALUE error value. Also, if you specify a column number that is greater than the number of columns in the lookup table array area, the vlookup expression returns a #Ref error value.
4. **range lookup**: range\_lookup is the fourth parameter in the Excel formula. range\_lookup is an optional parameter of Excel's Vlookup function. The range lookup parameter indicates whether the user needs an exact match value or an approximate match value. If you omit this parameter, the Vlookup function treats it as TRUE by default. You can specify TRUE (or 1) or FALSE (or 0) as the range search. Where TRUE looks for an exact match and, if there is a match, returns the value of the corresponding row. Otherwise, Vlookup returns the approximate row value for the specified lookup value. That is, less than an exact match. Where TRUE and FALSE are Boolean values. FALSE returns the value of the exact row. If the lookup value is not found in the first column of the table array, the vlookup function returns a # N / A error value.

\*End