

Advance Excel Assignment 2

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

Ans: You can use dollar sign to keep row/column/row & column constant, it will freeze, which is used in formulas when you have to freeze the reference.

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

Ans: By adding \$ sign before column name or row number reference can be changed from relative to absolute. E.g., A21 is a relative reference. By adding \$ sign it changes to absolute reference as \$A\$21 and by adding \$ sign to column it changes to mixed reference as \$A21

3. Explain the order of operations in excel?

Ans: 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.

Excel solves formulas in the following order:

- a. Parentheses
- b. Reference operators
- c. Exponents
- d. Negation
- e. Percent
- f. Multiplication and Division
- g. Addition and Subtraction
- h. Concatenation
- i. Logical operators

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

Ans: Top 5 functions in excel: SUM(), AVERAGE(), MAX(), IF(), VLOOKUP()

Syntax:

- SUM Function= SUM (array to sum) E.g., SUM (A1:A21)
- IF Function = IF (logical test/criteria, Value if TRUE, Value if FALSE)

5. When would you use the subtotal function?

Ans: The Excel SUBTOTAL function is designed to run a given calculation on a range of cells while ignoring cells that should not be included. SUBTOTAL can return a SUM, AVERAGE, COUNT, MIN & MAX etc; SUBTOTAL function can either include or exclude values in hidden rows.

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

Ans: Syntax of vlookup

=VLOOKUP(lookup_value, table_array, column_index_num, range_lookup)

- lookup_value: This is the value based on which the lookup is to be performed.
- table_array: This is the range of the table from which the values are to be fetched.
- col_index_num: This specifies the positional reference of the column that you want the VLOOKUP to return.
- range_lookup: This specifies whether the match should be exact or approximate. FALSE specifies exact match.