

Advance Excel Assignment 2

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

Ans- The Dollar signs are used for indicating Absolute References. The Dollar signs tell Excel that you want to fix a specific part of a cell location and stop it from changing when you drag or copy the formula to other cells.

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

Ans- To change the reference from relative to absolute, you need to add the dollar sign before the column notation and the row number. However, a faster way to do this is by using the keyboard shortcut – F4. When you select a cell reference (in the formula bar or in the cell in edit mode) and press F4, it changes the reference.

3. Explain the order of operations in excel?

Ans-

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?

Ans- The top 5 functions in excel are-

1. SUM
2. TEXT
3. VLOOKUP
4. AVERAGE
5. PIVOT TABLES

1. The syntax formula for *sum* function is “=SUM” (number1, number2, etc.)
2. The syntax formula for *text* function is “=TEXT” (value, format_text).

5. When would you use the subtotal function?

Ans-If the workbook is set to calculate formulas automatically, the Subtotal command recalculates subtotal and grand total values automatically as you edit the detailed data. The Subtotal command also outlines the list so that you can display and hide the detail rows for each subtotal.

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

Ans-The syntax of the Excel Vlookup function is:

VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])

Lookup_value: Select the cell where search values will be entered.

Table_array: The table range, including all cells in the table.

Col_index_num: The data which is being looked up. The input is the number of the column, counted from the left:

Range_lookup: TRUE if numbers (1) or FALSE if text (0).