Advance Excel Assignment 2

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

Ans - A dollar symbol, when added in front of the row and column number, makes it absolute. The dollar sign fixes the reference to a given cell, so that it remains unchanged no matter where the formula moves in excel.

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

Ans – In order to change the reference from relative to absolute, you need to add the dollar sign before the column and the row number.

For example, C10 is a relative cell reference, and it would become absolute when you make it $C$10.

1. Explain the order of operations in excel?

Ans – Order of operations indicates in which order the calculation to be performed. So it is basically divided in 4 steps –

1. Whatever within the parentheses
2. Exponential calculations, such as 6^6
3. Divisions and multiplications
4. Addition and substractions

4. What, according to you, are the top 5 functions in excel and write a basic syntax

for any of two?

Ans – 1. SUM Function - This function used to sum a group of numbers in a specific set of cells.

The syntax for sum function is “=SUM” (number1, number2, etc.).

2. CONCATENATE Function – This function is used to combine the data from 2 or more cells. The syntax for concatenate function is – “=CONCATENATE” (text1, [text2…text\_n])

3. AVERAGE Function – This function is used to calculate the average value in a range of cells. The syntax for average function is – “=AVERAGE” (number1, number2, etc.).

4. VLOOKUP Function – This function is specifically used to find a specific data in a large table or data. The syntax for VLookup formula is “=VLOOKUP” (lookup\_value, table\_array, col\_index\_num, [range\_lookup]).

5. TEXT Function – This function is useful to convert the date(number) in to a text string. The syntax for text function is “=TEXT” (value, format\_text).

1. When would you use the subtotal function?

Ans – This are calculated with a summary function, such as Sum or Average, by using the SUBTOTAL function. You can display more than one type of summary function for each column.

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

Ans - This function is specifically used to find a specific data in a large table or data. The syntax for VLookup formula is “=VLOOKUP” (lookup\_value, table\_array, col\_index\_num, [range\_lookup]).

The term within the function means - =VLOOKUP(What you want to look up, where you want to look for it in the table, the column number in the range containing the value to return, return an Approximate or Exact match – indicated as 1/TRUE, or 0/FALSE).