Advance Excel Assignment 2

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

In excel, a dollar sign can denote a currency format but it has another common use, indicating absolute cell references in formulas

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

To change the type of cell reference the steps are as follows

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

1. Explain the order of operations in excel?

Order of operations are as follows :

* Negation –
* Percent %
* Exponentiation ^
* Multiplication and division \* /
* Addition and Subtraction + -
* Concatenation &
* Logical companions >< = <>

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

Sum function syntax : “ = SUM (number1, number2, number3, …..)”

Text function syntax : “ = TEXT(Value you want to format, "Format code

you want to apply “)

Vlookup function syntax : “ = VLOOKUP( lookup value, table array, col index

num, Range lookup)

Average function syntax : “= AVERAGE(number1, number2, number3, ….)”

Concatenation function syntax : “CONCATENATE( text1,[text2, text3,…..])”

1. When would you use the subtotal function?

The Subtotal function ignores any rows that are not included in the result of a filter, no matter which fuction\_num value we use. The SUBTOTAL function is designed for columns of data, or vertical ranges, it is not designed for rows of data or horizontal ranges.

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

Syntax : = VLOOKUP ( value, table, col\_index, range\_lookup)

* Value – The value to lookup for in the first column of a table
* Table – The from which we want the value
* Col\_index - The column in the table from which we want the value
* Range\_lookup – This is optional : True for approximate match

False for exact match

