

ADVANCE EXCEL ASSIGNMENT 2

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

ANS. In Microsoft Excel, the dollar sign (\$) is used to create an absolute reference in cell references. When you refer to a cell in a formula, Excel uses relative referencing by default, which means that the reference is adjusted automatically when you copy the formula to other cells.

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

ANS. To change a cell reference from relative to absolute or mixed in Microsoft Excel, you can manually edit the formula or use a shortcut key.

3. Explain the order of operations in excel?

ANS. In Microsoft Excel, formulas and calculations are performed based on a specific order of operations, also known as precedence. The order of operations in Excel ensures that calculations are carried out in a predictable and consistent manner.

The following is the order of operations in Excel:

Parentheses

Exponents

Multiplication and Division

Addition and Subtraction

Comparison Operators

Concatenation

Logical Operators

Functions

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

ANS. Top five commonly used functions in Excel are

SUM:

Syntax: =SUM(number1, [number2], ...)

IF:

Syntax: =IF(logical_test, value_if_true, value_if_false)

VLOOKUP:

Syntax: =VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])

COUNT:

Syntax: =COUNT(value1, [value2], ...)

CONCATENATE:

Syntax: =CONCATENATE(text1, [text2], ...)

5. When would you use the subtotal function?

ANS. The SUBTOTAL function in Excel is typically used when you want to perform calculations on a range of data that may be filtered or grouped. It is especially useful when you want to exclude hidden or filtered rows from the calculation. The SUBTOTAL function provides a flexible way to calculate subtotals and perform various aggregate functions within a filtered or grouped dataset.

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

ANS. The VLOOKUP function in Excel is used to search for a value in the leftmost column of a table or range and retrieve a corresponding value from a specified column. The syntax of the VLOOKUP function is as follows:

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

Terms used in the syntax:

lookup_value: This is the value you want to search for. It can be a specific value, a cell reference, or a formula that evaluates to a value. The VLOOKUP function will search for this value in the first column of the table.

table_array: This is the range of cells that represents the table or range where you want to search for the lookup value. The leftmost column of this range should contain the lookup values, and the desired result should be retrieved from a column to the right of it. It's important to note that the leftmost column of the table_array should be sorted in ascending order for the VLOOKUP function to work properly.

col_index_num: This is the column number within the table_array from which you want to retrieve the corresponding value.

range_lookup : This parameter determines whether you want an exact match or an approximate match for the lookup_value.