Advance Excel Assignment 2

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

Ans: - It will make the relative value into absolute value for the cell selected.

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

Ans: -

* Select the cell which has formula written in it.
* Now go to the formula bar and make the cursor on the cell address written in formula bar which you want to change to absolute or relative or mixed and press Fn+f4 or f4 button till your required mode comes.

1. Explain the order of operations in excel?

Ans: -

* Parentheses
* Exponents
* Multiplication
* Division
* Addition
* Subtraction

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

Ans: -

* VLOOKUP
* SUM
* Conditional Formatting
* Freeze panel
* Format painter

= VLOOKUP(lookup\_value, table,array, col\_index\_num, [range\_lookup])

= sum($a$1:$g$23)

1. When would you use the subtotal function?

Ans: - It can be used for finding sum of filtered values and ignore the values which are hidden by rows.

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

Ans: - syntax:- VLOOKUP(lookup\_value, table,array, col\_index\_num, [range\_lookup])

* It takes lookup\_value which we want to search.
* Value\_table is array of data to be searched from lookup\_value.
* Col\_index\_num takes the specified column number of the array table that we want to return.
* Range\_lookup will take the exact match values so we will give 1 or 0.