Advance Excel Assignment 2
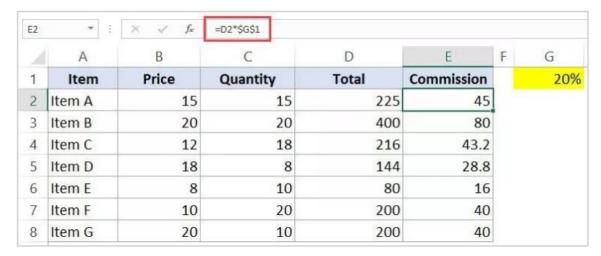
1. What does the dollar ($) sign do?
   A dollar symbol, when added in front of the row and column number, makes it absolute

E2		⋮	×	✓	f_x	=D2*G1		
	A	B	C	D	E	F	G	
1	Item	Price	Quantity	Total	Commission		20%	
2	Item A	15	15	225	45			
3	Item B	20	20	400	80			
4	Item C	12	18	216	43.2			
5	Item D	18	8	144	28.8			
6	Item E	8	10	80	16			
7	Item F	10	20	200	40			
8	Item G	20	10	200	40			

For example, in the above case, when I copy the formula from cell E2 to E3, it changes from =D2*G1 to =D3*G1.
Note that while D2 changes to D3, G1 doesn't change.
Since we have added a dollar symbol in front of 'G' and '1' in G1, it wouldn't let the cell reference change when it's copied.
Hence this makes the cell reference absolute.

2. How to change the Reference from relative to absolute (or Mixed)?

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

3. Explain the order of operation in excel?

   In Excel we use BODMAS rule to operate in excel, The BODMAS rule follows the order of the BODMAS acronym that is B – Brackets, O – Order of powers or roots, D – Division, M – Multiplication A – Addition, and S – Subtraction.

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

   1) The SUM Function
   2) The AVARAGE Function
   3) The MIN Function.
   4) The MAX Function
   5) The VLOOKUP Function.
      Syntax: -
      1.For SUM Function =SUM(C1:C4)
      2. For MAX Function =MAX(C1:C4)

5. When would you use the subtotal function?
   For Example: -

A	B	C	D	E	F
		Item 1 ▼	Item 2 ▼	Item 3 ▼	
		1	2	2	
		2	7	3	
		5	5	4	
		3	4	11	
		5	3	34	
		6	2	23	
	For Subtotal	22	23	77	
	For Sum	22	23	77	

After Applying filter, subtotal function give that sum of visible cell, but in SUM function gives all the sum records.

A	B	C	D	E	F
		Item 1 ▼	Item 2 ▼	Item 3 ▼	
		1	2	2	
		2	7	3	
		6	2	23	
	For Subtotal	9	23	77	
	For Sum	22	23	77	

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

   Syntax:
   =VLOOKUP (value, table, col_index, [range_lookup])

   1. In the **Formula Bar**, type **=VLOOKUP()**.
   2. In the parentheses, enter your lookup value, followed by a comma. This can be an actual value, or a blank cell that will hold a value: **(H2,**
   3. Enter your table array or lookup table, the range of data you want to search, and a comma: **(H2,B3:F25,**
   4. Enter column index number. This is the column where you think the answers are, and it must be to the right of your lookup values: **(H2,B3:F25,3,**
   5. Enter the range lookup value, either **TRUE** or **FALSE**. TRUE finds partial matches, FALSE finds exact matches. Your finished formula looks something like this: **=VLOOKUP(H2,B3:F25,3,FALSE)**