**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)?**

* 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?**

Excel's order of operation follows the acronym PEMDAS (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?**

* *The Sum function*

The basic syntax for a function is an equals sign (=), the function name (SUM, for example), and one or more arguments. Arguments contain the information you want to calculate. The function in the example below would add the values of the cell range A1:A20.

* *The text function*

=TEXT(Value you want to format, "Format code you want to apply"). Example:

=TEXT(TODAY(),"MM/DD/YY").

* *Vlookup function*
* *Average function*
* *Concatenate function*

1. **When would you use the subtotal function?**

* The SUBTOTAL function is used when you display a Total row in an Excel Table.
* 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?**

VLOOKUP stands for 'Vertical Lookup'. It is a function that makes Excel search for a certain value in a column (the so-called 'table array'), in order to return a value from a different column in the same row.

A VLOOKUP function exists of 4 components:

* The value you want to look up;
* The range in which you want to find the value and the return value;
* The number of the column within your defined range, that contains the return value;
* 0 or FALSE for an exact match with the value you are looking for; 1 or TRUE for an approximate match.

Syntax: VLOOKUP([value], [range], [column number], [false or true])

The column which holds the data used to lookup must always be to the left.