

## Advance Excel Assignment 2

1. What does the dollar(\$) sign do?
2. How to Change the Reference from Relative to Absolute (or Mixed)?
3. Explain the order of operations in excel?
4. What, according to you, are the top 5 functions in excel and write a basic syntax for any of two?
5. When would you use the subtotal function?
6. What is the syntax of the vlookup function? Explain the terms in it?

### Answer

1. It makes the cell become an absolute reference. Which means wherever we copy formula from that cell, the formula remains the same.
2. By pressing F4 on the selected cells
3. The order of operations in excel is a custom of PEMDAS (Parentheses, Exponents, Multiplication, Division, Addition, Subtraction).  
The first order is Parentheses, where everything in parentheses will be executed first. Then, reference operators like ":" or ",", to reference cells. Next, Excel will perform exponentiation, negation, and percent conversions (in that exact order), followed by multiplication and division, addition and subtraction, and concatenation. The last is logical if it occurs.
4. For me the top 5 functions that I always use on every occasion are Aggregate, Hlookup, Vlookup, If, and Is functions.  
Syntax:  
HLOOKUP(lookup\_value, table\_array, row\_index\_num, [range\_lookup])  
VLOOKUP(lookup\_value, table\_array, col\_index\_num, [range\_lookup])
5. I use the subtotal function when I try to get the total of various categories columns.
6. The vlookup syntax has already been written above. I'll explain the terms in it.  
Lookup\_value: reference cell for data lookup to be matched with source table  
Table\_array: the source table contains the data you want to look up where the first column is the reference cell  
Col\_index\_num: the order in which the column values will be retrieved in the vertical table  
Range\_lookup: optional argument (can be left blank), contains a boolean value. if left blank, it will default to True, which means the data will be matched based on mathematical approximations. If false, the function will perform a numerical match and must be equal, otherwise the value returned is #N/A.