Advance Excel Assignment 2

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

Ans. The $ is used in a cell reference to create an absolute reference. The dollar sign in an Excel cell reference serves just one purpose - it tells Excel whether to change or not to change the reference when the formula is copied to other cells.

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

Ans. To change the reference from relative to absolute, you need to add the dollar sign before the column notation and the row number.

However, a faster way to do this is by using the keyboard shortcut – F4.

When you select a cell reference (in the formula bar or in the cell in edit mode) and press F4, it changes the reference.

3. Explain the order of operations in excel?

Ans. Excel evaluate the fomulas from left to right following an operator precedence. In general, Excel's order of operation follows the acronym PEMDAS (Parentheses, Exponents, Multiplication, Division, Addition, Subtraction) but with some customization to handle the formula syntax in a spreadsheet.

First Parentheses is evaluated then, Reference Operators, then Exponents, than Negation, Percent, Multiplication and Division, Addition ans Subtraction ,Concatenation, Logical Operators.

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

Ans. According to me the top 5 fucntions are, SUM, AVERAGE, CONCATENATE, COUNT, MIN/MAX.

The syntax formula for the concatenate function is "CONCATENATE" (text1, [text2...text_n]).

The syntax formula for sum function is "=SUM" (number1, number2, etc.).

5. When would you use the subtotal function?

ANs. The SUBTOTAL function is designed for columns of data, or vertical ranges. It is not designed for rows of data, or horizontal ranges. The SUBTOTAL function is used when you display a Total row in an Excel Table.

Sometimes, we need data based on different categories. SUBTOTALS help us to get the totals of several columns of data broken down into various categories.

For example, let's consider garment products of different sizes manufactured. The SUBTOTAL function will help you to get a count of different sizes in your warehouse.

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

Ans. Syntax is =VLOOKUP (value, table, col_index, range_lookup)

- **value** - The value to look for in the first column of a table.
- **table** - The table from which to get a value.
- **col_index** - The column in the table from which to get a value.
- **range_lookup** - [this is optional]
    - TRUE for approximate match (default)
    - FALSE for exact match