

Advance Excel Assignment 2

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

Ans: The dollar sign fixes the reference to a given cell, so that it remains unchanged no matter where the formula moves. In other words, using \$ in cell references allows you to copy the formula in Excel without changing references.

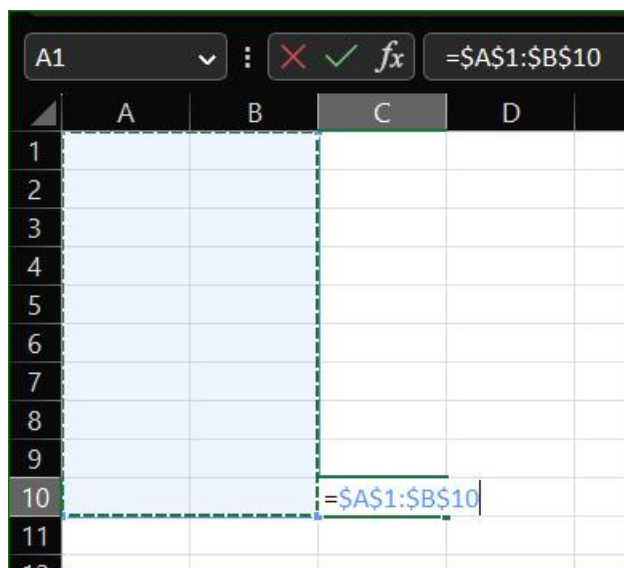
2. How to Change the Reference from Relative to Absolute (or Mixed)?

Ans: Changing a reference from relative to absolute is a common task when working with spreadsheets, documents, or other types of files that contain references to cells, ranges, or files. Here are the steps to change a reference from relative to absolute:

Select the cell or range that contains the reference you want to change.

Click on the formula bar at the top of the screen.

Locate the reference you want to change. If the reference is a cell reference, it will be in the form of a letter and a number (e.g., A1). If the reference is a range reference, it will be in the form of two cell references separated by a colon (e.g., A1:B10).



To change a relative reference to an absolute reference, add a dollar sign (\$) before the column letter and row number of the reference. For example, if the

reference is A1, change it to \$A\$1. If the reference is A1:B10, change it to \$A\$1:\$B\$10.

Press Enter or click on another cell to apply the change.

By adding the dollar sign to the reference, you are telling the spreadsheet software to keep the reference fixed even if you copy or move the formula to another cell. This is useful when you want to refer to a specific cell or range of cells regardless of where the formula is located.

3. Explain the order of operations in excel?

Ans:

In general, Excel's order of operation follows the acronym PEMDAS (**P**lease **E**xcuse **M**y **D**ear **A**unt **S**ally :)) (Parentheses, Exponents, Multiplication, Division, Addition, Subtraction) but with some customization to handle the formula syntax in a spreadsheet.

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

Ans:

1. The SUM Function

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

2. The TEXT Function

The syntax formula for text function is “=TEXT” (value, format_text).

3. The VLOOKUP Function

The VLookup formula is “=VLOOKUP” (lookup_value, table_array, col_index_num)

4. The AVERAGE Function

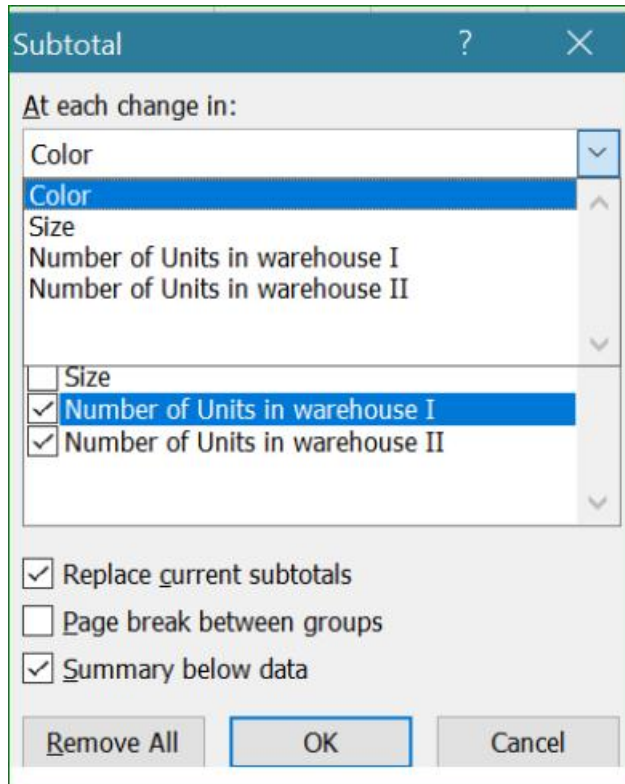
The syntax formula for the average function is “AVERAGE” (number1, number2, etc.).

5. The CONCATENATE Function

The syntax formula for the concatenate function is “CONCATENATE” (text1, [text2...text

5. When would you use the subtotal function?

Ans:



Here are some scenarios where you might want to use the SUBTOTAL function:

When working with large datasets or tables that contain multiple groups or subcategories, you can use the SUBTOTAL function to calculate subtotals for each group or subcategory.

When you want to filter data in a table and see the results of the filter with the subtotal calculation. For example, you could filter a list to only show records with a specific value in a certain column, and then use the SUBTOTAL function to show the sum or average of the filtered data.

When you want to perform calculations on data that contains both numeric and non-numeric values. The SUBTOTAL function can ignore non-numeric data, such as text or blank cells, and only calculate subtotals for numeric data in a given range.

When you want to create a summary report that shows the subtotals and totals of different categories or departments in a company's financial statements or budget reports.

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

Ans: VLOOKUP is a function in Excel that stands for "Vertical Lookup." It is a powerful tool that can be used to search for a specific value in a table or range of data, and return a corresponding value from a different column in the same row.

Looks for a value in the leftmost column of a table and returns a value in the same row from a column you specify

`=VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])`

1. Enter the product code you want to look up in a cell.
2. Enter the VLOOKUP function in a different cell, using the product code as the lookup value, the table of product codes and prices as the table_array, the column number of the price column as the col_index_num, and either TRUE or FALSE as the range_lookup, depending on whether you want an exact or approximate match.
3. Press Enter to calculate the function, and the price of the product will be displayed in the cell where you entered the function.