**Advance Excel Assignment 2**

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

Ans: The dollar($) sign denote the currency as well as dollar($) sign is used to freeze(lock) the range or reference in excel.

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

Ans: By default cell reference is relative by pressing F4 or applying dollar sign on both rows and column it become absolute, for making range references to mixed then put the dollar sign either on row or on column(Partially lock the range) eg: Relatice-A1:C5, Absolute - $A$1:$C$5, Mixed- A$1:$C5.

1. Explain the order of operations in excel?

Ans: Excel's order of operation follows the as PEMDAS (Parentheses, Exponents, Multiplication, Division, Addition, Subtraction), it’s a simple step to remember , Basically the order of operations is used to analyses the complex formula like how it work step by step.

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

Ans: 1- Sumif, 2- countif, 3- vlookup, 4- If, 5- Average

1: Sumif function used to sums the values that meet specified criteria. Syntax: =**SUMIF**(range, criteria, [sum\_range]),

2: COUNTIF function will count the number of cells that meet a specific criterion, Syntax: =**COUNTIF**(Range, criteria)

3: Vlookup function is used for looking piece of information from data set and extract corresponding data, syntax =**VLOOKUP**(lookup\_value, table\_array, col\_index\_num, [range\_lookup])

4: If function is used for logical test to perform and give output as per the result Syntax: =**IF**(logical test, value if true, value if false)

5: Average function calculate the average of the range that given in reference, Syntax: **=AVERAGE**(number1, [number2], ...)

1. When would you use the subtotal function?

Ans: Basically subtotal function is used when we use any filter on data and perform any other function like sum, average etc to calculate selected data only.

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

Ans: Vlookup function syntax:- =**VLOOKUP**(lookup\_value, table\_array, col\_index\_num, [range\_lookup])

-lookup\_value: value which we want to search

-table\_array: table array is a range in excel worksheet

- col\_index: it is used to define the which column of the given array we want in result

- range\_lookup: it specify the our requirement for approximate match or an exact match values, where 1 is TRUE approximate (Default if we not give any range\_lokup) 0 for False exact match.

