# **Advance Excel Assignment 2**

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

# Ans: The dollar sign ($) is used as an anchor or absolute reference in cell references within formulas and functions. When you use the dollar sign before the column letter, row number, or both in a cell reference

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

# Ans: **To Change a Relative Reference to Absolute:**

# Click on the cell containing the formula that you want to modify.

# In the formula bar, click on the cell reference that you want to make absolute. For example, if you have a relative reference like A1 and you want to make it absolute, click on A1.

# To make the reference absolute, add dollar signs ($) before the column letter and row number. For example, change A1 to $A$1.

# Press "Enter" to save the modified formula.

# **To Change a Relative Reference to Mixed:**

# Click on the cell containing the formula that you want to modify.

# In the formula bar, click on the cell reference that you want to make mixed. For example, if you have a relative reference like A1 and you want to make it mixed, click on A1.

# To make the reference mixed, add a dollar sign ($) either before the column letter or before the row number, depending on which part you want to keep constant. For example:

# To keep the column constant while allowing the row to change, change A1 to $A1.

# To keep the row constant while allowing the column to change, change A1 to A$1.

# Press "Enter" to save the modified formula.

# **3. Explain the order of operations in excel.**

# Ans: formulas and functions are evaluated using a specific order of operations, known as the "Order of Operations" or "PEMDAS," which stands for:

# **P**arentheses

# **E**xponents (i.e., raising to a power)

# **M**ultiplication and **D**ivision (from left to right)

# **A**ddition and **S**ubtraction (from left to right)

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

# Ans: **SUM Function :** Syntax: =SUM(number1, [number2], ...)

# **AVERAGE Function**: : Syntax: =AVERAGE(number1, [number2], ...)

# **VLOOKUP Function**: Syntax: =VLOOKUP(lookup\_value, table\_array, col\_index\_num, [range\_lookup])

# **IF Function**: Syntax: =IF(logical\_test, value\_if\_true, value\_if\_false)

# **COUNTIF Function**: Syntax: =COUNTIF(range, criteria)

# **5. When would you use the subtotal function?**

# Ans: The SUBTOTAL function in Excel is used when you want to perform various calculations (e.g., sum, average, count) on a filtered or subtotalled range of data, and you want the function to consider only the visible cells in that range. In other words, it allows you to calculate values for specific groups or subsets of data, especially when you have applied filters or grouped data.

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

# Ans : The VLOOKUP function in Excel is used to search for a specific value in the first column of a table or range of data and return a corresponding value from a specified column within that table or range. The syntax of the VLOOKUP function is as follows:

# =VLOOKUP(lookup\_value, table\_array, col\_index\_num, [range\_lookup])