

# Advance Excel Assignment 2

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

The dollar sign's primary function is to freeze or lock cell references. Absolute and relative references are the two types of references.

The value of the cells cannot be copied once they have been locked. They can only alter if you add or remove rows and columns from the worksheet. As a result, they serve as an absolute reference. When a cell is not secured, it can produce different values and the result can be copied everywhere. A relative reference is what this is called.

To rapidly lock the cell reference, press the F4 function key.

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

Excel is now open.

To change the formula to an absolute or relative reference, choose the cell holding the formula.

To switch between an absolute and relative cell reference, click the formula box (seen below) or highlight the formula and hit the F4 key.

Use the "\$" sign in your formula if you want to write by hand or create an absolute reference. The distinction between a simple relative and absolute reference is demonstrated in the example below.

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

Excel employs a common arithmetic process called "order of operations" when assessing a formula. Excel's order of operations is based on the acronym PEMDAS (Parentheses, Exponents, Multiplication, Division, Addition, Subtraction), although with certain tweaks to handle formula syntax in spreadsheets.

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

1. The SUM Function
2. The TEXT Function
3. The VLOOKUP Function
4. The AVERAGE Function
5. The CONCATENATE Function

### The AVERAGE Function

The average function is a fantastic tool for calculating the average value of a group of cells. It, like the sum function, is commonly used in spreadsheet computation and analysis. The average function is used to calculate the "arithmetic mean" of a bunch of cells. Excel also has the median and mode functions in addition to the average function.

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

“Number 1” refers to the first number in the range where you want the average.

“Number 2” is the additional reference of the average range. You can get an average of up to a maximum of 255 cells.

### **The TEXT Function**

The text function is a handy tool for converting a date (or number) to a text string in a certain format. It belongs to the string formulas group because it turns numerical values to strings.

When users need to see numeric data in a comprehensible style, it comes in helpful. It's important to remember that the "TEXT" formula can only transform numeric data to text. As a result, the results can't be calculated.

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

Value” refers to the particular number you wish to convert to text.

“Format\_text” defines the format of the conversion.

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

To summarise quantities, use the Excel SUBTOTAL function, excluding filtered or hidden rows. The Excel AGGREGATE function is also available in Excel 2010 and beyond, and it offers more settings and functions.

When displaying a Total row in an Excel Table, the SUBTOTAL function is used. Excel automatically inserts the SUBTOTAL function, and you can change the behaviour by selecting from a drop-down option.

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

VLookup is a useful Excel feature that is sometimes missed. It will come in handy when users need to locate certain data in a vast table. VLookup can also be used to search your sheet for people, phone numbers, or specific data. The VLookup function makes this operation faster and more efficient than manually searching for names and scrolling through hundreds of records.

The VLookup formula is “=VLOOKUP” (lookup\_value, table\_array, col\_index\_num, \*range\_lookup\*).

“lookup\_value” is the data you want to find.

“table\_array” is the data column where you want to limit your search.

“col\_index\_num” is the column number within the table that you want to return a value from.

“range\_lookup” is an optional argument that allows you to search for the exact match of your lookup value without sorting the table.