

## Advance Excel Assignment 2

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

**Ans:** It denote a currency format and it represents the currency value of the U.S.A.

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

**Ans:** You need to select the cell that have formula → in the formula bar or in the cell, select the reference that you want to change → Press F4 to change the references between the reference types.

3. Explain the order of operations in excel?

**Ans:**

- Parentheses → (), {} and []
- Exponent → ^
- Multiply → \*
- Divide → /
- Addition → +
- Subtract → -

Earlier it used to call as BODMAS rule, nowadays It is known as PEMDAS as mentioned above.

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: To calculate the SUM of all the data.  
Syntax: =SUM(Number1:Number2..ETC)
2. The VLOOKUP function: Lookup value is the data you want to find.  
Syntax: VLOOKUP(lookup value, Table array, Column index, (Range lookup))
3. The Average Function: It is used to find the average of the range of cells.
4. The Text function: This function is helps to extract/convert a data into text in a required/particular format.
5. IF function: it makes a logical comparison between a value, it will have two results, one value for True result and second is False Result.
- 6.

5. When would you use the subtotal function?

**Ans:** SUBTOTAL is used to find out subtotal of a given range and when we have data to be calculated which are in column or vertical ranges.

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

**Ans:** The VLOOKUP function: Lookup value is the data you want to find.

Syntax: VLOOKUP(lookup value, Table array, Column index, (Range lookup))