

## **Advance Excel Assignment - 2**

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

Ans. - \$ Sign changes the relative reference into absolute reference.

E.g. B12 is a relative reference. By adding \$ sign it changes to absolute reference as \$B\$12.

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

Ans. – By adding \$ sign before Column name or row number reference can be changed from relative to absolute. E.g. B12 is a relative reference. By adding \$ sign it changes to absolute reference as \$B\$12.

Que.3) Explain the order of operations in excel?

Ans. – Excel follows BODMAS order of operation. BODMAS = Bracket, Order, Division, Multiply, Addition, Subtraction.

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

Ans. – Top 5 excel functions according to me are: Sum(), Min(), Max(), Average(), if(). Sum function has syntax = sum(array to sum)

If function has syntax = if(criteria, condition if true, condition if false)

Que.5) When would you use the subtotal function?

Ans. – The Excel SUBTOTAL despite its name can perform a variety of calculations, including SUM, AVERAGE, COUNT, MAX, MIN and others seen in the table. The SUBTOTAL function can either include or exclude values in hidden rows, which makes it especially useful in Excel Tables or filtered data. The value used for the function\_num argument decides whether to include or exclude values in hidden rows.

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

Ans. – Syntax of vlookup: =VLOOKUP (lookup\_value, table\_array, column\_index\_num, [range\_lookup])  
lookup\_value - The value to look for in the first column of a table.  
table\_array - The table from which to retrieve a value.  
column\_index\_num - The column in the table from which to retrieve a value.  
range\_lookup - [optional] TRUE = approximate match (default). FALSE = exact match.