

Advance Excel Assignment 2:

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

Ans. dollar (\$) sign represents Absolute Cell Reference which is less used but effective. Whenever a user needs to keep a value fixed from 2-3 different values, then absolute cell reference can be used using a dollar (\$) sign.

For Example:

There are 15 different items a shopkeeper has with different prices. But for each item, the shopkeeper wants to give an equal percentage of discount as 10. Then, in an excel sheet, the shopkeeper can set the discount as 10% and while using that cell inside the formula, he can use the dollar (\$) sign with that particular cell reference so that it remains the same for the next item price calculation and he does not need to set in each item calculation which makes his work easier.

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

Ans. With the help of a dollar (\$) sign, the user can make a cell column or row to an absolute cell reference. There are four combinations that can be possible.

- I. Both column and row become absolute i.e., \$A\$1, then cell reference will be absolute.
- II. Both column and row become relative i.e., A1, then cell reference will be relative.
- III. Column becomes absolute and row remains relative i.e., \$A1, then cell reference will be called as a mixed reference.
- IV. Column becomes relative and row remains absolute i.e., A\$1, then cell reference will be called as a mixed reference.

3. Explain the order of operations in excel?

Ans. Generally, Excel's order of operation follows the acronym PEMDAS (**P**arentheses, **E**xponents, **M**ultiplication, **D**ivision, **A**ddition, **S**ubtraction) but with some customization to handle the formula syntax in a spreadsheet. Such as, Excel solves formulas in the following order:

- i. Parentheses
- ii. Reference operators
- iii. Exponents

- iv. Negation
- v. Percent
- vi. Multiplication and Division
- vii. Addition and Subtraction
- viii. Concatenation
- ix. Logical operators

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

Ans. According to me, 6 top most functions used in Excel are: Summation, Max, Min, IF, Average and Count.

Summation: SUM (Range Value 1: Last Range Value)

Ex. Summation of a range of numbers from A1 to A10 = SUM (A1:A10)

Maximum of a range of numbers: Max (Range Value 1: Last Range Value)

Ex. Maximum of a range of numbers from A1 to A10 = MAX (A1:A10)

5. When would you use the subtotal function?

Ans. When there are multiple columns of numerical values and you need to calculate the summation of multiple columns, then you can use subtotal functions. Which can evaluate the summation for multiple columns, multiple groups, and multiple products and you can choose columns or groups according to your need and can make automatic multiple groups of summation which can be used according to our need. Except for summation, it can calculate 10 different functions such as count, min, max, average etc.

6. What is the syntax of the VLOOKUP function? Explain the terms in it?

Ans.

Syntax for VLOOKUP function:

VLOOKUP (lookup_value, table_array, col_indx, [range_lookup])

lookup_value: What you want to look up

table_array: which table do you want to look for it

col_indx: the column number in which the return value is present

range_lookup: return an Approximate or Exact match