ADVANCE EXCEL ASSIGNMENT -2 :-

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

Dollar sign ($) In Excel cell reference affects just one thing- It instructs excel how to treat the reference when the formula is moved or copied to other cells.
Dollar sign ($) fixes the reference to a given cell so that it remains unchanged no matter where the formula i.e, Relative Reference.

2) How to change the cell reference from Relative to Absolute (or mixed)?

To change the reference from relative to absolute, you need to add dollar sign ($) before the column notation & the row number.
For example, A1 is a relative cell reference, it will become absolute when you make it A1.

You can also use "F4" key to change reference :

→ Press "F4" once → Changes from A1 to A1 (Absolute from relative)
→ Press "F4" twice → Changes from A1 to A$1
→ Press "F4" thrice → Changes from A1 to $A1
→ Press "F4" 4 times → Cell reference becomes A1 again.

3) Explain the order of operations in Excel?

Excel performs the operations & functions in a predefined order, known as the order of operations.

OPERATION	EXAMPLE
Parentheses	$20 + (8-2) / 2^2$
Exponents	$20 + 6 / 2^2$
Multiplication & Division	$20 + 6/4$
Addition & Subtraction	$20 + 1.5$
Result	21.5

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

functions in excel
→ SUM () function : Syntax : " = SUM (C2:C4) "
→ AVERAGE () function : Syntax : " AVERAGE (C2, C3, C4) "
→ DATEDIF ()
→ TEXT ()
→ VLOOKUP ()

5) When would you use the subtotal function?

SUBTOTAL is used to find out subtotal of a given range of cells. You give SUBTOTAL of two things : (1) A range of data. (2) Type of subtotal.

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

VLOOKUP function Syntax :

"= VLOOKUP (lookup_value, table_array, col_index_num, [range_lookup]) "

lookup_value → Value that you want to search for.

table_array → Array data that is to be searched for the lookup_value.

col_index_num → Integer specifying the column no. of the supplied table_array, that you want to return a value from.

[range_lookup] → Optional argument that describes what the function should return in event that it does not find an exact match to lookup_value.