**Advance Excel Assignment 2**

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

Answer: In Excel, the dollar sign ($) is used to create an absolute cell reference. When a cell reference contains a dollar sign before the column letter or row number (e.g., $A$1), it means that the reference will not change when the formula is copied to other cells. It "locks" the column and row, making the reference absolute.

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

Answer: To change a reference from relative to absolute (or mixed), we can manually add the dollar signs or use the F4 key after selecting the cell reference in the formula. Pressing F4 toggles between different reference types. For example, if we have the relative reference A1 and press F4, it will change to $A$1 (absolute). Pressing F4 again will change it to A$1 (mixed), and pressing F4 again will change it to $A1 (mixed).

1. Explain the order of operations in Excel?

Answer: The order of operations in Excel follows the acronym PEMDAS:

Parentheses

Exponents

Multiplication and Division (from left to right)

Addition and Subtraction (from left to right)

Formulas are evaluated based on this order, and we can use parentheses to specify the order of calculation.

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

Answer:

SUM Function:

Syntax: =SUM(number1, [number2], ...)

Example: =SUM(A1:A5) adds the values in cells A1 through A5.

VLOOKUP Function:

Syntax: =VLOOKUP(lookup\_value, table\_array, col\_index\_num, [range\_lookup])

Example: =VLOOKUP(A2, B2:D10, 3, FALSE) looks up the value in cell A2 in the table B2:D10 and returns the corresponding value from the third column.

1. When would you use the SUBTOTAL function?

Answer: We would use the SUBTOTAL function when we want to perform calculations on a filtered range. It can apply various functions like SUM, AVERAGE, COUNT, etc., to only the visible (filtered) cells in a range. The first argument of SUBTOTAL specifies the function to be performed.

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

Answer:

Syntax: =VLOOKUP(lookup\_value, table\_array, col\_index\_num, [range\_lookup])

Terms:

lookup\_value: The value to search for in the first column of the table.

table\_array: The range that contains the data, including the column that contains the desired result.

col\_index\_num: The column number in the table from which to retrieve the value.

range\_lookup: Optional. A logical value (TRUE or FALSE) indicating whether to find an exact match (FALSE) or an approximate match (TRUE) when the lookup\_value is not found.