Advance Excel Assignment 2

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

Ans. A cell reference in which the column and row stay constant while copying a formula from one cell to another to use dollar before the corrdinates. For e.g $P$2

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

Ans. Put the dollar sign before each letter and number then they convert into absolute.

Put the dollar sign before some letter and number not each letter and number then the convert into mixed(i.e. relative and absolute)

1. Explain the order of operations in excel?

Ans. Orders : Parantheses,Reference operators,Exponents, Negation, Percentage, Multiplication, Division, Addition, Subtraction Concatenation, Logical Operators

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

Ans. SUM function, Average function, Vlookup, Concatenate, Text function.

Average = AVERAGE(num1,num2,…….)

Sum = SUM(num1,num2,…….)

1. When would you use the subtotal function?

Ans. They give me the max, min, count, etc easily to use this function.

Syntax = SUBTOTAL(function\_num,num1,num2,num3,……)

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

Ans. vlookup = VLOOKUP(lookup\_value,table\_array, col\_index\_num, range\_lookup)

lookup\_value : the cell where search values will be entered

table\_array : the table range, including all cells in the table

col\_index\_num : the value which is being searched & input is the number of column counted from the left

range\_lookup : for exact match numbers = true(1), text = false(0)