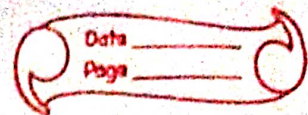


## Advance Excel Assignment 2



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

Ans.

In excel, a dollar sign can denote a currency format but it has another common use, indicating absolute cell references in formulas.

2. How to change the reference from relative to absolute (or mixed)?

Ans.

To change the type of cell reference the steps are as follows:-

(i) Select the cell that contains the formula.

(ii) In the formula bar, select the reference that you want to change.

(iii) Press F4 to switch between the reference types.

3. Explain the order of operations in excel?

Ans. Order of operations are as follows:

Parentheses ( )

Reference operators : ,

Negation -

Percent %

Exponentiation ^

Multiplication & division \* /

Addition and subtraction + -

Concatenation &

Logical comparisons < > = < >



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

Ans

(i) The SUM function

Syntax: "=SUM"(number 1, number 2 etc)

(ii) The TEXT function.

Syntax: "=TEXT"(value, format\_text)

"Value" refers to the particular numbers we wish to convert to text.

"format\_text" defines the format of the conversion.

(iii) The VLOOKUP function

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

(iv) The AVERAGE function

Syntax: "Average"(number 1, number 2 etc)

(v) The CONCATENATE function

Syntax: "CONCATENATE"(text1, [text2, ..., text\_n])



Q. When would you use the subtotal function?

Ans:

The subtotal function ignores any rows that are not included in the result of a filter, no matter which function\_num value we use.

The SUBTOTAL function is designed for columns of data, or vertical ranges. It is not designed for rows of data or horizontal ranges.

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

Ans

Syntax:

= VLOOKUP (value, table, col\_index, range\_lookup)

- value - The value to look for in the first column of a table
- table - The table from which to get a value
- col\_index - The column in the table from which to get a value.
- range\_lookup - This is optional.
  - \* True for approximate match
  - \* False for exact match.