

Advance Excel Assignment 2

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

ANS:

- A dollar sign can denote a currency format.
- it has another common use: indicating absolute cell references in formulas – by using this when formulas copied or used in some other cell it will take reference constant from “\$” mentioned cell.

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

ANS:

- Press F4 key once: The cell reference changes from relative to Absolute.
- Press F4 key two times: The cell reference changes to mixed reference where the row is locked.
- Press F4 key three times: The cell reference changes to mixed reference where the column is locked.
- Press F4 key four times: The cell reference becomes relative again.

3. Explain the order of operations in excel?

ANS:

1. Parentheses
2. Reference operators
3. Exponents
4. Negation
5. Percent
6. Multiplication and Division
7. Addition and Subtraction
8. Concatenation
9. Logical operators

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

ANS:

1. *sum* function
2. *Text* function
3. *VLookup*
4. *average* function
5. *concatenate* function

Basic syntax of 2 function:

1. SUM function: =sum(cell number: cell number)
2. VLookup function : = VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])

5. When would you use the subtotal function?

ANS:

- The SUBTOTAL function is used when we display a Total row in an Excel Table.
- It is not designed for rows of data, or horizontal ranges

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

ANS:

- VLookup function Syntax: = VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])
- VLOOKUP is used when we need to find things in a table or a range by row.
 - Lookup_value = what we want to look up for
 - table_array = where we want to look for it
 - col_index_num = the column number in the range containing the value to return
 - [range_lookup] = return an Approximate or Exact match – indicated as 1/TRUE, or 0/FALSE