

# Advance Excel Assignment 2

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

a) One of use of Dollar sign is in absolute reference cell

Eg. To keep a10 constant in copying into b we can use **=a1/\$a10**

b) If we have a requirement to display numbers as monetary values then we can format those numbers as currency and that can be done by apply either the Currency or Accounting number format Home tab-> Number group-> Dollar English To enter the value as dollar.

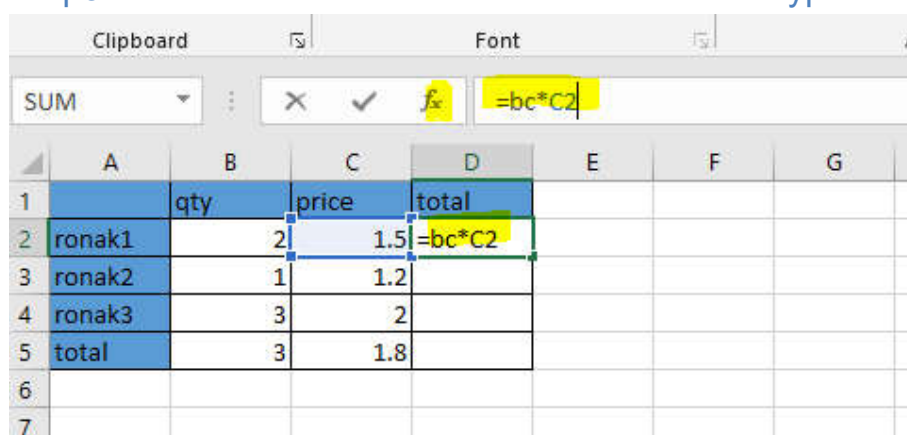
2. How to Change the Reference from Relative to Absolute (or Mixed)?

To change the type of cell reference:

Step1. first select the cell which contains the formula.

Step2. Go to formula bar and then select the reference that you want to change.

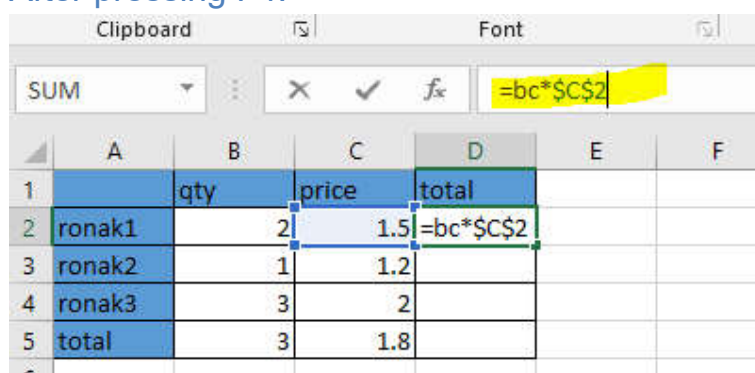
Step3. Press F4 to switch between the reference types.



	A	B	C	D	E	F	G
1		qty	price	total			
2	ronak1	2	1.5	=bc*C2			
3	ronak2	1	1.2				
4	ronak3	3	2				
5	total	3	1.8				
6							
7							

Now you are in functions bar for press F4 and see the difference

After pressing F4:



	A	B	C	D	E	F
1		qty	price	total		
2	ronak1	2	1.5	=bc*\$C\$2		
3	ronak2	1	1.2			
4	ronak3	3	2			
5	total	3	1.8			
6						

### 3. Explain the order of operations in excel?

Excel evaluates the operators from left to right.

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

Fyi - If a formula contains multiple operators with the same priority (e.g. multiplication and division, or addition and subtraction), Excel will evaluate the operators from left to right.

Let us see in below eg.

$=5+2*3$

First excel will do  $2*3=6$  and then add to 5 so Ans here will be 11

$=(5+2)*3$

Here first brackets take the priority so  $5+2=7$  and then  $7*3=21$

$=(B4+25)/SUM(D5:F5)$

Here first brackets take priority so first  $B4+25$

Next is sum from D5 to F5

Then the result of both is divided.

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

Mostly used functions along with syntax for all 😊

$=SUM(A1+A2+A3+A4+A5)$  OR  $=SUM(A1:A5)$

$=MIN(A1:A10)$

$=MAX(A1:A10)$

$=AVERAGE(a1:a10)$

$=count(a1:10)$

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

## 5. When would you use the subtotal function?

- Subtotal is a powerful function used mainly if we are hiding any rows/columns and doing a sum so it gives a wrong calculation so to avoid those we can use SUBTOTAL function depending upon the filters we use below are some points which we need to keep in mind.
- It can be applied to find a sum of filtered values.
- SUBTOTAL function is used to ignore values in hidden rows.
- SUBTOTAL function can be used only for numeric value.
- If there are any subtotals present in the SUBTOTAL range, they will be neglected
- SUBTOTAL function can be used to dynamically summarize data.
- Blank cells and cells containing non-numeric values are ignored by subtotal function during the calculation.

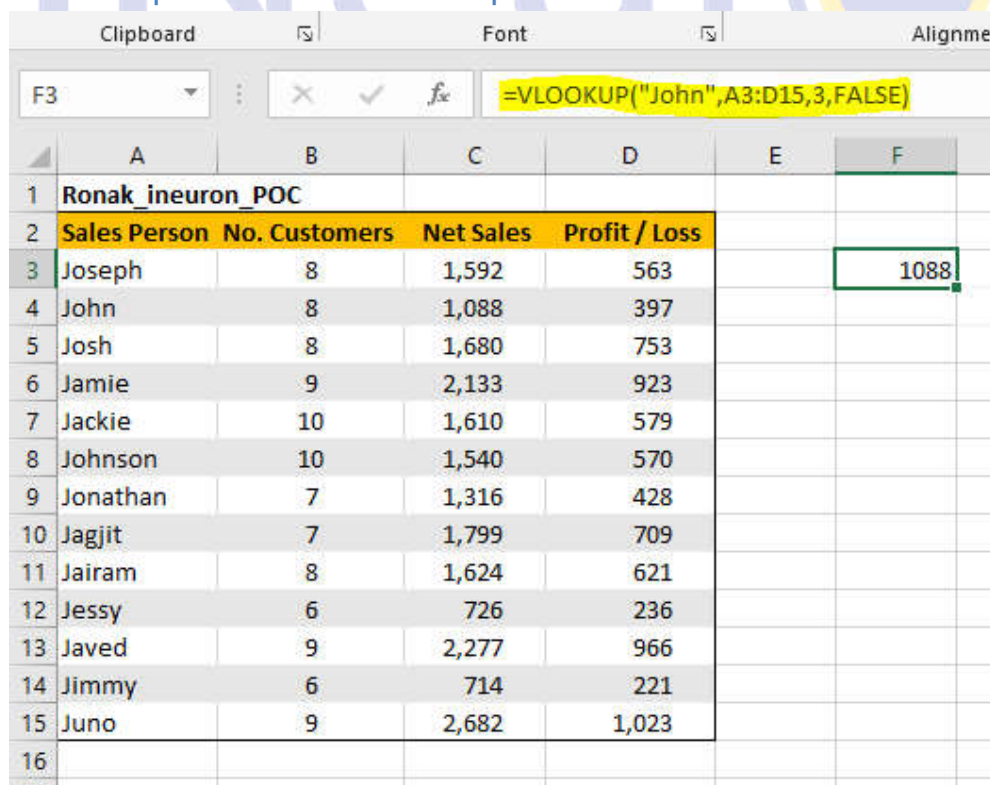
## 6. What is the syntax of the vlookup function? Explain the terms in it?

=vlookup(lookup\_value,table\_array,index\_num,[range\_lookup])

In simple language

=VLOOKUP( this value, your data table, column number, optional is your table sorted?)

Let us explain with some example:



The screenshot shows an Excel spreadsheet with a data table and a VLOOKUP formula. The formula bar at the top displays `=VLOOKUP("John",A3:D15,3,FALSE)`. The data table is as follows:

	A	B	C	D	E	F
1	Ronak_in neuron_POC					
2	Sales Person	No. Customers	Net Sales	Profit / Loss		
3	Joseph	8	1,592	563		1088
4	John	8	1,088	397		
5	Josh	8	1,680	753		
6	Jamie	9	2,133	923		
7	Jackie	10	1,610	579		
8	Johnson	10	1,540	570		
9	Jonathan	7	1,316	428		
10	Jagjit	7	1,799	709		
11	Jairam	8	1,624	621		
12	Jessy	6	726	236		
13	Javed	9	2,277	966		
14	Jimmy	6	714	221		
15	Juno	9	2,682	1,023		
16						

I have below table and want to find a Sale done by John so for that I can write a vlookup,

**first parameter** is what I want to find – **John**

**second parameter** is from which data table I am want to find so I need to give a range,so I am giving my complete table range in below eg. It is **a3:d15**

**third parameter** into which column I want to find a value(in my eg. Netsales) **3**

**fourth parameter** do I need exact match or approx. match, I need exact so **FALSE**

So my final function would be

**=VLOOKUP("John",A3:D15,3,FALSE)**

