**Assignment 2:-**

**Ans1:-** When you use a $ sign before the cell reference (such as $C$2), you’re telling Excel to keep referring to cell C3 even when you copy and paste the formula.

**Ans2:-** The above basic formula is one that should be familiar to most users; it adds the values of cells A1 through A3. =SUM(A1:A3) To change the above relative reference to an absolute reference, add a "$" symbol in front of the column and row =SUM($A$1:$A$3)

**Ans3:-** Formulas can contain several values, such as 81 and 3.5; cell references, such as B5 and C1:D11; operators, such as \* (multiplication) and + (addition); and functions, such as SUM and AVERAGE. When you combine several operations and functions into a single formula, Excel performs the operations in a predetermined order, known as the order of operations.

**Ans4:-** TEXT Function (**CTRL+ALT V**), VLOOKUP Function (**=VLOOKUP (lookup\_value, table\_array, column\_index\_num, [range\_lookup]**), CONCATENATE Function (**=”’”&A1”’,”**) and COUNTIF Function (**=countif(B1:B2,B1)**) and Remove Formula (**CTRL+A,CTRL+C,ALT E S V**)

**Ans5:-** The SUBTOTAL function is used when you display a Total row in an Excel Table.

**Ans6:-** VLOOKUP Function (**=VLOOKUP (lookup\_value, table\_array, column\_index\_num, [range\_lookup]**),

Note – While using VLOOKUP formula one column is common in both sheets.