Advance Excel Assignment 2

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

Ans. Dollar ($) sign means that the row number/column letter on its right is absolute. It will not change while copying the formula.

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

Ans. Step 1: Select the cell that contains the formula.

Step 2: In the formula bar, select the reference that you want to change.

Step 3: Press F4 to switch between the reference types.

1. Explain the order of operations in excel?

Ans. The order of operations is:

* Parenthesis
* Exponents
* Division
* Multiplication
* Addition
* Subtraction

1. When would you use the subtotal function?

Ans. Sometimes, we need data based on different categories. SUBTOTALS help us to get the totals of several columns of data broken down into various categories.

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

Ans. Syntax of VLOOKUP is

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

**lookup\_value: what you are looking for**

**table\_array: in which table you are looking**

**col\_index\_num: column number from where you want to return a value**

**[range\_lookup]):** what this function should return in the event that it does not find an exact match to the lookup\_value. True for approximate match, False for exact match.

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

Ans. Top 5 functions in excel are:

* IF
* SUM
* COUNTIF
* VLOOKUP
* FILTER

Syntax of IF function:

=IF(logical\_argument,value\_if\_true,value\_if\_false)

Syntax of COUNTIF function:

=COUNTIF(first cell in range: last cell in range, logical argument)