Advance Excel Assignment 2

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

The dollar sign fixes the reference to a given cell, so that it remains unchanged no matter where the formula moves.

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

To change the reference from relative to absolute, you need to add the dollar sign before the column notation and the row number.

For example, B1 is a relative cell reference, and it would become absolute when you make it $B$1.

1. **Explain the order of operations in excel?**

Excel calculates formulas based on the following order of operations:

Operations enclosed in parentheses.

Exponential calculations (3^2, for example)

Multiplication and division, whichever comes first.

Addition and subtraction, whichever comes first.

1. **What, according to you, are the top 5 functions in excel and write a basic syntax for any of two?**
2. V-Lookup Formula
3. Concatenate Formula
4. Text to Columns
5. Remove Duplicates
6. Pivot Tables

Syntax for Concatenate = =CONCATENATE(text1,text2,…)

Syntax for V-Lookup =VLOOKUP (lookup\_value,table\_array,col\_index\_num,[range\_lookup])

1. **When would you use the subtotal function?**

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

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

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

**lookup\_value**: The cell where the formula can find the information that it needs to look up in your primary table. In this case, when putting the formula in cell B2, this value would be *A2*.

**table\_array**: The table the formula should search and pull information from. Since my table of burger shops is on the tab named “Burger Shops” and I have data in columns up to column H, this value would be *‘Burger Shops’!A:H*.

**col\_index\_num**: This is your way of telling the formula what information you want it to bring back for you. In this example, I’m looking for the phone number, which is in column F in my main table. F is the 6th letter in the alphabet, and so this value in the formula will be *6*.

**[range\_lookup]**: This is a logical section of the formula, where the options are *TRUE* or *FALSE*. If you put *TRUE*, the formula will return a value based on the closest match to your lookup value, even if it’s not the exact one. If you put *FALSE*, then it’ll only return a value if it finds the exact lookup value you referenced. In most cases, and in this burger shop example, we’ll want to put *FALSE*

