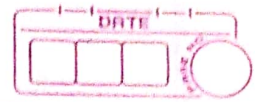


Assignment no. 2



Q.1) what does the ('\$') sign do?
→ It is used to indicate absolute cell reference in formula.

Q.2 How to change reference from relative to absolute (or mixed)?

-
- ① Select the cell that contains the formula?
 - ② In the formula bar, select the reference that you want to change
 - ③ press F4 to switch between the reference types

Q.3 Explain the order of operations in excel?

-
- ① It follows a acronym 'PEMDAS'
 - ② paranthesis, Exponents, Multiplication, Division, addition, Subtraction.

Q.4 what according to you top 5 Function in excel & write a basic syntax for any of 2.

-
- ① VLookup formula
= VLookup(lookup-value, table-array, col-index, num; [range-lookup])
 - ② concatenate Function
= concatenate(text1, text2, --)
 - ③ pivot tables
 - ④ Removing Duplicates
 - ⑤ Text to columns

5) When would you use absolute function
→ It is designed for columns of data, or vertical range. It can automatically create groups and applies common functions like SUM to the grouped data

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

⇒ $\text{Vlookup}(\text{lookup value}, \text{table-array}, \text{col-index num}, [\text{range-lookup}])$

ie.,

= $\text{Vlookup}(\text{what you want to look up}, \text{where you want to look for it}, \text{the column number in range containing the value to return}, \text{return an appropriate or exact match-indicator as } 1/\text{TRUE}, \text{or } 0/\text{False})$