**Advance Excel Assignment 2**

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

If you want to display numbers as monetary values, you must format those numbers as currency. To do this, you apply either the Currency or Accounting number format to the cells that you want to format. The number formatting options are available on the Home tab, in the Number group.

There are two main differences: -  
1. The Currency format displays the currency symbol adjacent to the number, whereas the Accounting format displays the symbol at the edge of the cell, regardless of the length of the number.  
2. The Accounting format displays zeros as dashes and negative numbers in parentheses, whereas the Currency format displays zeros as zeros and denotes negative numbers by using a minus sign (-).   
There are three kinds of cell references: absolute, relative, and mixed.

**Absolute cell references-**When a formula contains an absolute reference, no matter which cell the formula occupies the cell reference does not change: if you copy or move the formula, it refers to the same cell as it did in its original location. In an absolute reference, each part of the reference (the letter that refers to the row and the number that refers to the column) is preceded by a “$” – for example, $A$1 is an absolute reference to cell A1. Wherever the formula is copied or moved, it always refers to cell A1.  
**Relative cell references-**  
In contrast, a relative reference changes if the formula is copied or moved to a different cell (i.e., a cell other than where the formula was originally entered). The row and column portions of a relative reference are not preceded by a “$” – for example, A1 is a relative reference to cell A1. If moved or copied, the reference changes by the same number of rows and columns as it was moved. So, if you move a formula with the relative reference A1 one cell down and one cell to the right, the reference changes to B2.

**Mixed cell references-**  
A mixed reference uses a dollar sign either in front of the row letter or in front of the column number, but not both – for example, A$1 is a mixed reference in which the row adjusts, but the column does not. So, if you move a formula containing that reference one cell down and one cell to the right, it becomes B$1.

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

The easiest way to change cell references from relative to absolute or mixed is to press the **F4** key on the keyboard. To change existing cell references, Excel must be in **edit mode***,* which you enter by double-clicking on a cell with the mouse pointer or by pressing the **F2** key on the keyboard.

To convert relative cell references to absolute or mixed cell references: -

* Press **F4** once to create a cell reference fully absolute, such as $A$6.
* Press **F4** a second time to create a mixed reference where the row number is absolute, such as A$6.
* Press **F4** a third time to create a mixed reference where the column letter is absolute, such as $A6.
* Press **F4** a fourth time to make the cell reference relative again, such as A6.

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

* Excel solves formulas in the following order:
* Parentheses
* Reference operators
* Exponents
* Negation
* Percent
* Multiplication and Division
* Addition and Subtraction
* Concatenation
* Logical operators
* 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.

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

The syntax formula for sum function is “=SUM” (number1, number2, etc.).

1. **The TEXT Function-**

The syntax formula for text function is “=TEXT” (value, format\_text).

* Value” refers to the particular number you wish to convert to text.
* “Format\_text” defines the format of the conversion.

1. **The VLOOKUP Function-**

The VLookupformula is “=VLOOKUP” (lookup\_value, table\_array, col\_index\_num, \*range\_lookup\*).

* “lookup\_value” is the data you want to find.
* “table\_array” is the data column where you want to limit your search.
* “col\_index\_num” is the column number within the table that you want to return a value from.
* “range\_lookup” is an optional argument that allows you to search for the exact match of your lookup value without sorting the table.

1. **The AVERAGE Function-**

The syntax formula for the *average*function is “AVERAGE” (number1, number2, etc.).

* “Number 1” refers to the first number in the range where you want the average.
* “Number 2” is the additional reference of the average range. You can get an average of up to a maximum of 255 cells

1. **The CONCATENATE Function-**

The syntax formula for the *concatenate* function is “CONCATENATE” (text1, [text2…text\_n]),

* “Text1, Text2…text\_n” are the data you want to combine.

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

The SUBTOTAL Function in Excel allows users to create groups and then perform various other Excel functions such as SUM, COUNT, AVERAGE, PRODUCT, MAX, etc. Thus, the SUBTOTAL function in Excel helps in analysing the data provided.

**Formula-**

**SUBTOTAL = (method, range1, [range2 …range\_n])**

Where method is the type of subtotal you wish to obtain

Range1, range2…range\_n is the range of cells you wish to subtotal.

**When to use SUBTOTALS?**

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. For example, let’s consider garment products of different sizes manufactured. The SUBTOTAL function will help you to get a count of different sizes in your warehouse.

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

The *VLookup*formula is “=VLOOKUP” (lookup\_value, table\_array, col\_index\_num, \*range\_lookup\*)

* “lookup\_value” is the data you want to find.
* “table\_array” is the data column where you want to limit your search.
* “col\_index\_num” is the column number within the table that you want to return a value from.
* “range\_lookup” is an optional argument that allows you to search for the exact match of your lookup value without sorting the table.