Assignment -2

1. What does the dollar sign do ?

Ans: A dollar sign ($) is the symbol found on the same key as the number four (4) key on United States QWERTY keyboard. The dollar sign is **most often used to represent a U.S. currency value**, e.g., $10.00 for ten dollars.

1. How to Change the Reference from Relative to Absolute (or Mixed)?
2. Ans: Select the cell that contains the formula.
3. In the formula bar. , select the reference that you want to change.
4. Press F4 to switch between the reference types.
5. 3. Explain the order of operations in excel?

Ans: In general, Excel's order of operation follows the acronym PEMDAS (**Parentheses, Exponents, Multiplication, Division, Addition, Subtraction**) but with some customization to handle the formula syntax in a spreadsheet.

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

Ans: VLookup Formula.

* Concatenate Formula.
* Text to Columns.
* Remove Duplicates.
* Pivot Tables.

1. When would you use the subtotal function?

Ans: The SUBTOTAL function is **designed for columns of data, or vertical ranges**. It is not designed for rows of data, or horizontal ranges. For example, when you subtotal a horizontal range using a function\_num of 101 or greater, such as SUBTOTAL(109,B2:G2), hiding a column does not affect the subtotal.

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

Ans: the VLOOKUP function says: =VLOOKUP(What you want to look up, where you want to look for it, the column number in the range containing the value to return, return an Approximate or Exact match – indicated as 1/TRUE, or 0/FALSE).