**Excel Assignment - 2**

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

**Ans:** In Excel, a dollar sign can denote a currency format, but it has another common use: indicating absolute cell references in formulas.

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

Ans: Select the cell that contains formula -> In the formula bar select the reference that you want to change -> Press F4

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

Ans: The order of operations in excel are PEDMAS i.e. (Parenthesis, Exponents, Multiplication, Division, Addition, Subtraction)

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

Ans: The top 5 functions in excel are as follows:

1. Sum

Syntax: Sum (number1, [number2])

1. Count

Syntax: Count (value1, [value2])

1. Max/Max
2. Vlookup
3. If

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

Ans: SUBTOTALS help us to get the totals of several columns of data broken down into various categories.

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

Ans: VLOOKUP is used to lookup data in a table organized vertically. It looks down the left column of a range to find a value.

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

Whereas lookup value = A value to be searched for

Table array = The table from where you will get the matching value

Range lookup = To find an exact match (False) and appropriate match (True)