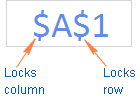
**Advance Excel Assignment 2**

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.

The dollar sign fixes the reference to a given cell, so that it **remains unchanged** no matter where the formula moves. In other words, using $ in cell references allows us to copy the formula in Excel without changing references.



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

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

For example, A1 is a relative cell reference, and it would become absolute when we make it $A$1.

If we only have a couple of references to change, we may find it easy to change these references manually. So, we can go to the formula bar and edit the formula (or select the cell, press F2, and then change it).

However, a faster way to do this is by using the keyboard shortcut – F4.

When we select a cell reference (in the formula bar or in the cell in edit mode) and press F4, it changes the reference.

Suppose we have the reference = A1 in a cell.

Here is what happens when we select the reference and press the F4 key.

* **Press F4 key once:** The cell reference changes from A1 to $A$1 (becomes ‘absolute’ from ‘relative’).
* **Press F4 key two times:** The cell reference changes from A1 to A$1 (changes to mixed reference where the row is locked).
* **Press F4 key three times:** The cell reference changes from A1 to $A1 (changes to mixed reference where the column is locked).
* **Press F4 key four times:**The cell reference becomes A1 again.

1. Explain the order of operations in excel?

Ans. Excel performs the operations in the order shown in the following table. If a formula contains operators with the same precedence—for example, if a formula contains both a multiplication and division operator—Excel evaluates the operators from left to right.

|  |  |
| --- | --- |
| **Operator** | **Description** |
| : (colon)  (Single space)  , (comma) | Reference operators |
| \_ | Negation (as in –1) |
| % | Percent |
| ^ | Exponentiation |
| \* , / | Multiplication and Division |
| + , - | Addition and subtraction |
| & | Connects two strings of text (concatenation) |
| =  < >  <=  >=  <> | Comparison |

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

Ans. Here are 5 important Excel functions:

1. [VLookup Formula](https://gofishdigital.com/blog/5-excel-functions-you-should-know/#VLookupFormula)
2. [Concatenate Formula](https://gofishdigital.com/blog/5-excel-functions-you-should-know/#Concatenate)
3. [Text to Columns](https://gofishdigital.com/blog/5-excel-functions-you-should-know/#Text)
4. [Remove Duplicates](https://gofishdigital.com/blog/5-excel-functions-you-should-know/#Duplicates)
5. [Pivot Tables](https://gofishdigital.com/blog/5-excel-functions-you-should-know/#Pivot)

* **VLookup** is powerful Excel function that is often overlooked. It is useful when users need to find specific data on a large table. we can also use VLookup to search for names, phone number, or specific data on your sheet. Instead of manually looking for the names and wasting time scrolling through hundreds of data, the [VLookup function](http://spreadsheeto.com/vlookup/) makes this process faster and more efficient.

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.
* **Concatenate** function is a good time saver when we need to combine data from 2 or more cells. Unlike the merge tool which physically merges two or more cells into a single cell, the concatenate function only combines the contents of the combined cells. In the latest version of Excel (2016), the concatenate function has been replaced with concat 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?

Ans. 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

Notes :

* When function\_num is between 1-11, SUBTOTAL includes values that are hidden
* When function\_num is between 101-111, SUBTOTAL excludes values that are hidden
* In filtered lists, SUBTOTAL always ignores values in hidden rows, regardless of function\_num.
* SUBTOTAL ignores other SUBTOTAL formulas that exist in references to prevent double-counting.
* SUBTOTAL works with vertical data. In horizontal ranges, values in hidden columns are always included.

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

Ans. **VLookup** is powerful Excel function that is often overlooked. It is useful when users need to find specific data on a large table. we can also use VLookup to search for names, phone number, or specific data on your sheet. Instead of manually looking for the names and wasting time scrolling through hundreds of data, the [VLookup function](http://spreadsheeto.com/vlookup/) makes this process faster and more efficient.

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