ASSIGNMENT 2

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

**Ans.** ($) sign helps to make a cell \*absolute\* **i.e** In Excel, an absolute reference is a cell reference in which the column and row coordinates stay constant while copying a formula from one cell to the other. A dollar symbol ($) is used before the coordinates to correct them. For instance, **$D$2** is an absolute reference to cell D2.

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

**Ans**. Select the cell that contains the formula.

In the formula bar, select the reference that you want to change.

Add $ sign before or after the reference like…

$A$1 (absolute column and absolute row)

A$1 (relative column and absolute row) C$1 (the reference is mixed)

$A1 (absolute column and relative row) $A3 (the reference is mixed)

1. Explain the order of operations in excel?

**Ans**. 

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

**Ans**. 1. SUM () =SUM(A2:A10) Adds the values in cells A2;10

2.AVERAGE () =AVERAGE (A2:A20) returns the average of those numbers.

3.COUNT ()

4.IF ()

5. MAX (), MIN ()

5. When would you use the subtotal function?

**Ans**. This function is designed for columns of data, or vertical ranges. =SUBTOTAL(function number, ref 1:ref 6) will provide sum of vertical ranges or according to function number it will provide results of the entered data.

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

**Ans.** =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).