

## Excel assignment 2

**Que 1** – what does the dollar (\$) sign do?

**Ans 1** – In excel dollar sign is use for indicating absolute cell references in formula.

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

**Ans 2** – To change the reference from relative to absolute or mixed we can press **F4** from the keyboard or we can put \$ sign manually.

**Que 3** - Explain the order of operations in excel?

**Ans 3** – Excel's order of operations follows the PEMDAS rule means First it will solve whichever is present in parentheses, then exponents after that multiplication, division and at last addition, subtraction.

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

**Ans 4** – According to me the top 5 functions in excel are -

SUM FUNCTION

VLOOKUP

HLOOKUP

PIVOT TABLE

CONCATENATE

Syntax of sum function is =**SUM**(number1,[number2] ,...)

Syntax for vlookup is

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

Que 5 - When would you use the subtotal function?

Ans 5 -The subtotal function in excel allows users to create groups and then perform various excel functions such as sum, count, average, max etc. subtotal function can either include or exclude values in hidden rows.

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

Ans 6 – the syntax for vlookup is

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

Lookup\_value = What you want to look up

Table\_array = The table range, including all cells in the table.

Col\_index\_num = the column number in the range containing the value to return

Range\_lookup = return an Approximate or Exact match – indicated as 1/TRUE, or 0/FALSE