

Advance Excel Assignment 2

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

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 you to copy the formula in Excel without changing references.

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

- **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).

3. Explain the order of operations in excel?

In general, Excel's order of operation follows the acronym PEMDAS (Parentheses, 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?

- 1.SUM() = SUM(A1:A10)
- 2.AVERAGE()=AVERAGE(A1:A10)
- 3.COUNT()=COUNT(A1:A10)
- 4.MAX()=MAX(A1:A10)
- 5.CONCATENATE()=CONCATENATE(A1;A2;A3)

5. When would you use the subtotal function?

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 analyzing the data provide. Sometimes, we need data based on different categories. 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?

VLOOKUP (value, table, col_index, [range_lookup])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).

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