


ASSIGNMENT NO: 2

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

ANS) In excel a \$ sign can denote a currency format, but it also has another common use indicating absolute cell reference in formulas.

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

ANS) To change the type of cell reference:

1. Select the cell that contains the formula.
2. In the formula bar  , select the reference that you want to change.
3. Press F4 to switch between the reference types.

3. Explain the order of operations in excel?

ANS) Excel 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?

ANS) 1. The SUM Function

The *sum* function is the most used function when it comes to computing data on Excel. This function works to sum a group of numbers in a specific set of cells.

2. The TEXT Function

Text function is a useful tool that helps convert a date (or number) into a text string in a particular format.

3. The VLOOKUP Function

VLookup is powerful Excel function that is often overlooked. Users will find it useful when they need to find specific data on a large table. You 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 makes this process faster and more efficient.

4. The AVERAGE Function

The *average* function is an extremely useful tool for getting the average value in a range of cells.

5. The CONCATENATE Function

This function is a good time saver when you need to combine data from 2 or more cells.

4. When would you use the subtotal function?

ANS) The subtotal function is used when you display a total row in excel table

5. What is the syntax of the 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).