**ASSIGNMENT 2**

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

Ans1: It instructs excel how to treat the reference when the formula is moved or copied to other cells

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

Ans2: Highlight the formula and press the F4 key to switch between an absolute and relative cell reference.

**3. Explain the order of operations in excel?**

Ans3: 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?**

Ans4: VLOOKUP Formula, Concatenate Formula, Text to Columns, Remove Duplicates, Pivot Tables

**5. When would you use the subtotal function?**

Ans5: The SUBTOTAL function is used when you display a Total row in an Excel Table

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

Ans6: VLOOKUP (lookup\_value, table\_array, col\_index\_num, [range\_lookup])

lookup\_value: A value that LOOKUP searches for in an array

table array: table arrays store column-oriented or tabular data, such as columns from a text file or spreadsheet.

The col index\_num is the column of data that contains the answer that you want

range\_lookup: A logical value that specifies whether you want VLOOKUP to find an approximate or an exact match