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

Ans-The dollar($) sign tells the excel whether to change or not to change the reference when the formula is copied to other cells, if the dollar($) sign is not provided the reference becomes relative and it tends to change. The whole purpose of dollar($) sign is to put it before the row and column coordinates which makes an absolute cell reference which wont change.

2. How to change the reference from Relative to Absolute(or Mixed)?

Ans- Firstly excel should be on edit mode and the change is done through F4 key present on the keyboard.

3. Explain the order of operations in excel?

Ans- The order of operations is followed by the acronym PEDMAS also know as (Parentheses, Exponents, Multiplication, Division, Addition and Subtraction), it works with some customization to handle the formula syntax in excel spreadsheet.

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

Ans- Top 5 functions are:

a. The VLOOKUP Function

b. The AVERAGE Function

c. The TEXT Function

d. The CONCATENATE Function

e. The SUM Function.

Syntax for any two:-

VLOOKUP=: “=VLOOKUP(lookup\_value, table\_array, col\_index\_num, \*range\_lookup\*)”

AVERAGE: “AVERAGE”(number1, number2,etc)

5. When would you use the subtotal function?

Ans:- It is basically used to display a Total row in Excel Table, as excel inserts the SUBTOTAL function automatically, we can use a drop-down menu to switch to show max, min, average etc.

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

Ans- Syntax- “=VLOOKUP(lookup\_value, table\_array, col\_index\_num, \*range\_lookup\*)”

VLOOKUP(What you want to lookup, where you want to look for it, column number in range containing the value to return, return an approximate or exact match which is also indicated as 1/TRUE, 0/FALSE)