

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

→ \$ sign is used for referencing, examples with explanation is below.

\$B\$1 : it means we are using absolute reference here, the row and column is set to B and 1 respectively and not going to change if we copy the formula in autofill.

\$B1 : it means we have set the column as B, however the row will change as we drag down the cell for autofill.

B\$1 : It means we have set the row as 1, as the column will change as we drag to right to autofill the values using a formula.

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

→ We can make a reference from relative to absolute using \$ sign wherever applicable.

3. Explain the order of operations in excel?

→ The order of operation is same as BODMAS rule we apply in the mathematics, however a formula or a function starts from = or + sign. If we want to perform any sub-operation first in an operation, it is better to wrap it inside parantheses.

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

→ Top five useful functions are SUM, VLOOKUP, HLOOKUP, SUMIF and IF.

Basic syntax for

SUM is: = SUM(rangeofCells)

IF is: = IF(condition,valuelfTrue, valuelfFalse)

5. When would you use the subtotal function?

→ We can calculate for a group using subtotal function, basically works with vertical list of data. We can perform sum, average, count min and max from the same for any group of related data.

Ex: We have 4 columns, salesperson name, month, year and sales.

If we use subtotal function, and apply filter for salesperson name, we will be able to see the total sales for that particular group (here, salesperson name) upon applying subtotal function for sum as the function argument.

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

→ Syntax of VLOOKUP function: =VLOOKUP(lookup_value, table_array, col_index_num)

Terms:

lookup_value: The value we want to search in the other sheet.

table_array: Basically the entire dataset of the worksheet we are searching from.

col_index_num: index of the column we are searching for. (1,2,3 etc.)