

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.

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

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

3) Explain the order of operations in excel?

→ The order of operations ; Exponential calculations ; Multiplication and division, whichever comes first ; Addition and subtraction, whichever comes last.

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

→ The SUM Function. The sum function is the most used function when it comes to computing data on Excel .The TEXT Function .The VLOOKUP Function .The AVERAGE Function .The CONCATENATE Function.

5) When would you use the subtotal function?

→ The SUBTOTAL function is used when you display a Total row in an Excel Table. Excel inserts the SUBTOTAL function automatically, and you can use a drop-down. COUNT , AVERAGE , SUM , COUNT.

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

→ VLOOKUP is an Excel function to lookup and retrieve data from a specific column in table. VLOOKUP supports approximate and exact matching, and wildcards (* ?) for partial matches. The "V" stands for "vertical". Lookup values must appear in the first column of the table, with lookup columns to the right.

Syntax: VLOOKUP (value, table, index number, [approximate match]).