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

**Ans**: In Excel, the dollar sign ($) is used to create absolute cell references. When you place a dollar sign before the column letter and/or row number in a cell reference (e.g., $A$1), it means that the reference is absolute. If you copy a formula with an absolute reference to another cell, the reference won't change, providing a fixed point of reference. It anchors the reference, making it useful for maintaining specific cells in formulas when copying or filling them to other locations

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

**Ans**: To change a reference, press F4 after selecting the cell reference in the formula. Each press of F4 toggles through different reference types: absolute row and column ($A$1), absolute row only (A$1), absolute column only ($A1), and relative reference (A1).

1. Explain the order of operations in excel?

**Ans**: Excel follows the order of operations (PEMDAS): Parentheses, Exponents, Multiplication and Division (left to right), and Addition and Subtraction (left to right). Formulas are calculated based on this sequence.

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

**Ans**: My top 5 functions in excel are: Sum, if, index/match, vlookup, average

**SUM Function**:

Syntax: =SUM(number1, [number2], ...)

Example: =SUM(A1:A5)

**VLOOKUP Function**:

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

Example: =VLOOKUP(B2, $A$1:$C$100, 2, FALSE)

1. When would you use the subtotal function?

**Ans**: Use the SUBTOTAL function to calculate subtotals in a list or database. It's beneficial when you want to perform various aggregate functions (like SUM, AVERAGE) on subsets of data without affecting the overall total.

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

**Ans**:

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

* **lookup\_value**: The value you want to find in the first column of the table.
* **table\_array**: The range of cells that contains the data.
* **col\_index\_num:** The column number in the table from which to retrieve the value.
* **range\_lookup**: TRUE for an approximate match, FALSE for an exact match.