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

The dollar sign is often used to represent a U.S. currency value e.g. $20.00 for twenty dollars.

**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. And In last press F4 to switch between the reference types.

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

 If a formula contains operators with the same precedence for e.g, if a formula contains both a multiplication and division operator. Excel evaluates the operators from left to right.

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

Top 5 Function in excel

* The SUM Function
* The TEXT Function
* The VLOOKUP Function
* The AVERAGE Function
* The CONCATENATE Function

Syntax Of the Function:

SUM Function - SUM(A2:A20) Adds the values in cells A2:20.

AVG Function - AVERAGE(A1:A20) returns the average of those numbers.

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

The SUBTOTAL Function in Excel allows users to create groups and then perform various other Excel functions such as SUM, COUNT, AVERAGE, PRODUCT, MAX, etc. Thus, the SUBTOTAL function in Excel helps in analyzing the data provided.

**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 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(lookup\_ value, table\_array, col\_index\_num, [range\_lookup] )