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

Ans:- Dollar ($) is used to lock the relative cell reference for the absolute call reference in formula.

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

Ans:- We can switch between relative, absolute and mixed by using “F4” key by using the keyboard.

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

Ans:- Order of Operations (PEMDAS) - Parentheses, Exponents, Multiplication, Division, Addition, Subtraction.

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

Ans:- 1. Sum function, Syntax - SUM ()

2. Average Function, Syntax - Avg ()

3. VLOOKUP function, Syntax – vlookup(lookup\_Value, table\_array, column\_index\_num, [range\_lookup])

4. Concatenate Function, Syntax – Concat()

5. Pivot table, we can create pivot table by using short(ALT+N+V+T)

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

Ans:- Subtotal function is used to calculate the summary function, such as sum or average.

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

Ans:- VLOOKUP function, Syntax – vlookup(lookup\_Value, table\_array, column\_index\_num, [range\_lookup])

-- Vlookup(what you want to look up, where you want to look for it, range of the value to return, return approximate match 1/0)