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

Doller sign will fix the references to the fixed given cell. It will not change the reference if we copy the formula to different cells. It is known as absolute cell reference.

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

We can change the reference from relative to absolute by adding a dollar sign before the row and column notation.

Another option is selecting the reference in the formula box and pressing F4. Pressing F4 2 times can change from relative to Mixed reference.

3. Explain the order of operations in excel?

Order if operations in excel is of following order:

1.Parentheses

2.Reference operators

3.Exponents

4.Negation

5.Percent

6.Multiplication and Division

7.Addition and Subtraction

8.Concatenation

9.Logical operators

4. What, according to you, are the top 5 functions in excel and write a basic syntax

for any of two?

Top 5 functions in excel are :   
vlookup(), sum(), text(), concatenate(), left/Right()

Syntax:

=TEXT(value, f ormat\_text)

=CONCATENATE(text1, [text2…text\_n])

5. When would you use the subtotal function?

Subtotal function can be used when we are working on column of data. It will not work for horizontal range. It will create groups automatically and performs the function which we mentioned.

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

Syntax:

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

Lookup\_value: The value that needs to be looked up

Table\_array: The table range, including all cells in the table where the lookup value is located.

Col\_index\_num: The column number in the range that contains the return value.

Range\_lookup: It can be True, if approximate value is required or FALSE if exact value is required.