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

**ANS:** Indicating absolute cell references in formulas. Let’s consider both uses of the dollar sign in Excel.

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

**ANS**

1. Open Microsoft Excel.
2. Highlight the cell containing the formula you want to have changed to an absolute or relative reference.
3. Click the formula box (shown below) or highlight the formula and press the F4 key to switch between an absolute and relative cell reference.

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

**ANS: Operator precedence in Excel formulas**

If you combine several operators in a single formula, Excel performs the operations in the order shown in the following table. If a formula contains operators with the same precedence—for example, if a formula contains both a multiplication and division operator—Excel evaluates the operators from left to right.

Excel, for the most part, obeys the BODMAS rule but not completely. There are cases where Excel goes off on its own. Here’s Excel’s order of operation with our highlighting.

1. Brackets/ Parentheses.
2. Ranges  – :
3. Intersections – spaces
4. Unions – ,
5. Negation  – –
6. Percentages – % (aka divide by 100)
7. Exponents / Powers  – ^
8. Multiplication \* and division /
9. Addition + and subtraction –
10. Text operators – &
11. Comparison  – =, <>, <=, >=

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

**ANS**

SUM: This function adds all the values of the cells in the argument.

AVERAGE: This function determines the average of the values included in the argument. It calculates the sum of the cells and then divides that value by the number of cells in the argument.

COUNT: This function counts the number of cells with numerical data in the argument. This function is useful for quickly counting items in a cell range.

MAX: This function determines the highest cell value included in the argument.

MIN: This function determines the lowest cell value included in the argument.

The syntax formula for *sum*function is “=SUM” (number1, number2, etc.).

The syntax formula for the *average*function is “AVERAGE” (number1, number2, etc.).

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

**ANS:** The SUBTOTAL function is designed for columns of data, or vertical ranges. It is not designed for rows of data, or horizontal ranges. For example, when you subtotal a horizontal range using a function number of 101 or greater, such as SUBTOTAL(109,B2:G2), hiding a column does not affect the subtotal.

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

**ANS:** =VLOOKUP(What you want to look up, where you want to look for it, the column number in the range containing the value to return, return an Approximate or Exact match – indicated as 1/TRUE, or 0/FALSE).