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

Dollar sign denotes currency, but it also indicates absolute cell references in functions.

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

Use shortcut key f4 to apply references or type $ sign in cell reference to row label and column label.

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

Excel performs the operations in the order shown in the following table:

| **Operator** | **Description** |
| --- | --- |
| : (colon)  (single space)  , (comma) | Reference operators |
| – | Negation (as in –1) |
| % | Percent |
| ^ | Exponentiation |
| \* and / | Multiplication and division |
| + and – | Addition and subtraction |
| & | Connects two strings of text (concatenation) |
| = < > <= >= <> | Comparison |

When Enclosed in parentheses (), parentheses force excel to perform operations in parentheses first, then other operator.

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

Vlookup function

If function

Pivot tables

Text to columns

Sum/Concat functions

Syntax:

=vlookup(lookupvalue,tablearray,colindex\_num,[rangelookup])

=if(logicaltest,[valueiftrue],[valueiffalse])

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

We use subtotal function when the data needs to summarise according to region wise, criteria wise. We can use different functions within subtotal function.

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

=vlookup(lookup\_value,table\_array,colindex\_num,[rangelookup])

Lookup\_value is value which we are looking.

Tablearray- range where lookup value is located.

Col\_index\_num- Column in the range where lookup value is located.

Rangelookup- Optionally, you can specify TRUE if you want an approximate match or FALSE if you want an exact match of the return value. If you don't specify anything, the default value will always be TRUE or approximate match.