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

In Microsoft Excel, the dollar sign ($) is used to create an absolute cell reference. An absolute reference is a cell reference that does not change when a formula is copied or filled to other cells. Using the dollar sign in a cell reference tells Excel to keep that part of the reference fixed, even if the formula is moved to another location.

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

Select the cell or cells that contain the formula with the relative cell reference you want to change.

Click on the formula bar at the top of the Excel window to activate it.

Move the cursor to the part of the cell reference that you want to make absolute or mixed.

Add a dollar sign ($) before the column and/or row reference. If you want to make the reference absolute, add a dollar sign before both the column and row reference. If you want to make the reference mixed, add a dollar sign before either the column or row reference, but not both.

Press the "Enter" key to save the new reference.

1. Explain the order of operations in excel?

The order of operations in Excel refers to the sequence in which mathematical operations are performed in a formula. In short, Excel follows the acronym "PEMDAS", which stands for Parentheses, Exponents, Multiplication and Division (performed left to right), and Addition and Subtraction (performed left to right). This means that Excel first evaluates any expressions inside parentheses, then performs any exponentiations, followed by multiplications and divisions from left to right, and finally additions and subtractions from left to right. By default, Excel follows this order of operations, but you can use parentheses to override it and specify the order in which operations should be performed.

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

1 SUM: Adds the values in a range of cells. Syntax: =SUM(cell range)

Example: =SUM(A1:A10) adds the values in cells A1 to A10.

2 IF: Checks whether a condition is true or false, and returns a value based on the result. Syntax: =IF(logical test, value if true, value if false)

Example: =IF(A1>10, "Greater than 10", "Less than or equal to 10") checks if the value in cell A1 is greater than 10. If it is, the function returns "Greater than 10"; if it's not, it returns "Less than or equal to 10".

3 VLOOKUP: Searches for a value in the first column of a table array and returns a value in the same row from a column that you specify. Syntax: =VLOOKUP(lookup value, table array, column number, [range lookup])

Example: =VLOOKUP(A1, B1:C10, 2, FALSE) looks up the value in cell A1 in the first column of the table array B1:C10, and returns the corresponding value in the second column of the same row.

4 AVERAGE: Calculates the average of a range of values. Syntax: =AVERAGE(cell range)

Example: =AVERAGE(A1:A10) calculates the average of the values in cells A1 to A10.

5 CONCATENATE: Joins together two or more text strings into one. Syntax: =CONCATENATE(text1, [text2], ...)

Example: =CONCATENATE("Hello", " ", "World") combines the text strings "Hello", a space, and "World" into one string that reads "Hello World".

1. When would you use the subtotal function?

You would use the SUBTOTAL function in Excel when you need to calculate a subtotal for a range of values, while also being able to ignore other subtotals within the same range. This function is useful when working with large datasets that are organized into groups, as it allows you to perform calculations on specific subsets of data. The SUBTOTAL function can perform various calculations, such as SUM, AVERAGE, COUNT, MAX, and MIN, and it can be used with or without hidden rows or columns.

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

The syntax of the VLOOKUP function in Excel is: =VLOOKUP(lookup\_value, table\_array, col\_index\_num, [range\_lookup])

Here's what each of the terms in the syntax means:

* lookup\_value: This is the value that you want to look up in the first column of the table array.
* table\_array: This is the range of cells that contains the table of data you want to search. The first column of this range must contain the lookup values.
* col\_index\_num: This is the column number (starting from 1) of the table array from which you want to return a value. For example, if you want to return a value from the second column of the table array, you would use 2 as the col\_index\_num argument.
* range\_lookup: This is an optional argument that indicates whether you want an exact match or an approximate match. If you want an exact match, you should use FALSE or 0 for this argument. If you want an approximate match, you can use TRUE or 1, or you can leave this argument blank.

The VLOOKUP function searches for a value in the leftmost column of a table array and returns a value in the same row from a column that you specify. The lookup value is compared with the values in the leftmost column of the table array, and the function returns the value in the same row as the lookup value, from the column that you specify.