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

In Microsoft Excel, you can add the dollar ($) symbol to a cell reference in two ways.

Type 1 – You can get there manually, in other words, go in the edit mode in the cell by clicking twice on it or by pressing F2, place the pointer where you’d like the $ sign, and then type it manually or you could just so it automatically i.e., go in the edit menu in a cell by double-clicking on it or by using the F2 key, place the cursor where you would like to insert the $ sign, and afterward manually type it.

Type 2 – you can also use the F4 key as a shortcut. Simply position the cursor in the cell reference wherever you want to put the dollar $ sign and click it once to apply this shortcut. It will alter the reference just by adding or deleting the dollar $ symbol.

Shortcut to add dollar sign 1

Consider the case where you have the references C2 in the cell. The F4 shortcut will function as follows:

If you press F4 once, C2 will become $C$2.

C2 will become C$2 if you press F4 twice.

C2 will become $C2 if you press F4 thrice.

C2 will revert to C2 if you press F4 four times.

Types Of References In Excel

In Microsoft excel, there are in total three types of references:

1. Relative Reference

When you use a relative reference in excel, you wouldn’t use the dollar sign at all. Whenever you copy a cell with a relative reference, it will modify and adapt to the cell where it is copied. The references are adjusted as fast as the cell with the formula is copied and pasted.

1. Absolute Reference

The dollar $ sign comes before the row number and column alphabet in the absolute reference, for example – $C$3. This will not modify the references when it is used in the formulas. When a cell is copied and pasted, and you have a value that must remain constant, this could be constant.

1. Mixed Reference

You only use the dollar $ sign once in mixed reference, for example, $C3 or C$3. These references are more complicated than the relative and absolute references.what does the dollar sign($) do?

1. How to change the reference from Relative to Absolute?

Changing a cell from a relative to an absolute reference can be done by following the steps below.

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.

1. Explain the order of operations in excel?

Order of operations in Excel:

* Parentheses
* Reference operators
* Exponents
* Negation
* Percent
* Multiplication and Division
* Addition and Subtraction
* Concatenation
* Logical operators

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

1.The SUM Function

2.The VLOOKUP Function

3.The AVERAGE Function

4.The TEXT Function

5.The CONCATENATE Function

Syntax for SUM function:

SUM(number1,[number2],...)

number1

Required

The first number you want to add. The number can be like 4, a cell reference like B6, or a cell range like B2:B8.

number2-255

Optional

This is the second number you want to add. You can specify up to 255 numbers in this way.

Syntax for TEXT function:

TEXT( value, format )

Parameters or Arguments

value

The value to convert to text.

format

The format used to display the result.

Returns

The TEXT function returns a string/text value.

1. When would you use the sub total function?

The SUBTOTAL function is used when you display a Total row in an Excel Table. Excel inserts the SUBTOTAL function automatically, and you can use a drop-down menu to switch behavior and show max, min, average, etc. Excel uses SUBTOTAL for calculations in the Total row of an Excel Table because SUBTOTAL automatically excludes rows hidden by the filter controls at the top of the table. That is, as you filter rows in a table with a Total row, calculations automatically respect the filter.

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

Syntax of vlookup formula contains required four arguments or parameters to work in MS Excel.

VLOOKUP(lookup\_value, table\_array, col\_index\_num,

[range\_lookup])

Here is the detailed explanation of arguments for Vlookup formula.

• lookup\_value : lookup\_value is the first parameter of excel Vlookup formula . lookup\_value is a required parameter in Vlookup function in excel . Lookup value is a value which user wants to search in the first column of a range array and wants the respective row values to be returned. If excel finds lookup value in the table array it will return the respective row value of the given column in the range. Otherwise it will return #N/A error.

• table\_array: table\_array is the second parameter of excel Vlookup formula. Table\_array is a required parameter in Vlookup function in excel. Table\_array is a range in Excel worksheet which user wants to search the lookup value in the first column of this table array.

Note: Vlookup function is not a case sensitive.

• col\_index\_num: col\_index\_num is the third parameter of excel Vlookup formula. Col\_index\_num is a required parameter in Vlookup function in excel. We need to mention column index number in the Vlookup formula to tell Excel from which column of the given array to be picked a row value of the lookup value. Column index number should be always greater than equals to 1 and less than or equals to number of columns in the given table array range. If you specify less than 1, Vlookup formula returns #VALUE error value. And if you mention a column number which is greater than number of columns in the lookup table array range, vlookup formula returns #Ref error value.

• range lookup : range\_lookup is the fourth parameter of excel formula. Range\_lookup is an optional parameter in Vlookup function in Excel. Range lookup parameter is to specify whether user required an exact match values or an approximate match values. If you omit this parameter, Vlookup function treat it as TRUE as default.