1. What does the dollar($) sign do? - $ sign changes the cell reference from relative to absolute
2. How to Change the Reference from Relative to Absolute (or Mixed)? – To change reference from relative to absolute or mixed add $ before column and/or row coordinates.
3. Explain the order of operations in excel? - Excel's order of operation follows the acronym PEMDAS (Parentheses, Exponents, Multiplication, Division, Addition, Subtraction)
4. What, according to you, are the top 5 functions in excel and write a basic syntax for any of two? – Sum, Count, If, Vlookup, Concatanete.

=Sum(cells/range to be summed)

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

1. When would you use the subtotal function? To exclude filtered or hidden values in the wotksheet
2. What is the syntax of the vlookup function? Explain the terms in it?-

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

lookup\_value =Value to that is to be found

table\_value =Where should Excel find it (Table/Array)

col\_index\_num =Column number of corresponding value in lookup array

[range\_lookup]= Approximate or Exact match is required