1. Dollar sign($) is locks the references to a given cell,so that it remains unchanged. No matter where the formula moves.
2. a) select the cell that contains the formula.

b) select the reference that u want to change.

c) press F4 to switch between the referencr type.

1. When evaluating a formula excel fallows a standard math protocol called “order of operations” excel’s order of operatio is PEMDAS (parenthesis,exponents,multiplication,division,addition,subtraction)
2. Top 5 functions in excel are

a) Autosum = =sum(c2:c10)(if I want to add numbers in c column)

b) Average = =AVERAGE(C2:C10)

c) Vlookup = =VLOOKUP(lookup\_value, table\_array, col\_index\_num, [range\_lookup], TRUE OR FALSE)

d)Concatenate = =CONCATENATE(X1,X2,X3)

e)Count = =COUNT(C2:C10

1. Some times we need a data based on the different categories,in this time SUBTOTAL helps to get the totals of several columns of data broken down in to various categories
2. VLOOKUP = VLOOKUP(lookup\_value, table\_array,col\_index\_num, [range\_lookup], TRUE OR FALSE)

Lookup\_value - what u want to lookup

Table\_array - where you want to look for it

Col\_index\_num - column index number

Range\_lookup - the column number in the range containing the value

TRUE OR FALSE - approximate match or exact match