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

The $ sign in excel “locks” part of a cell reference when copying formulas:

2. How to change the reference from relative to absolute (or mixed)?

Select the cell reference in your formula and press f4 . Each press toggles through:

A1 → $a$1

$a$1 → a$1

A$1 → $a1

$a1 → a1 (back to relative).

3. Explain the order of operations in excel.

Excel follows the standard pemdas (parentheses, exponents, multiplication/division, addition/subtraction) order. It also supports concatenation and comparison operators.

Precedence sequence from highest to lowest:

* Parentheses
* Percent
* Exponentiation
* Multiplication
* Division
* Addition
* Subtraction
* Concatenation
* Comparisons

4. Based on usage and versatility, here are the top 5:

* Sum – add ranges
* Vlookup – look up values vertically.
* Count/counta – count numbers or non-empty cells.
* Average – calculate mean of numbers.
* If conditional logic

5. When to use the subtotal function?

Subtotal is used to calculate aggregates (sum, average, count, etc.) While ignoring hidden rows or filtered data. It’s ideal in filtered lists or tables, as it adapts automatically to visible rows only

6. Syntax of the vlookup function & explanation

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

Example:

=vlookup(b2, $g$2:$h$12, 2, false)

This looks up the value in b2 within the first column of g2:h12 and returns the corresponding item from the 2ND column, requiring an exact match