**Q1. What does the dollar($) sign do?**

**Ans:** A dollar sign in Excel is used for **absolute cell referencing**. This tells Excel that you want to always refer to a specific cell even when your formula is copied across.

**Q2. How to Change the Reference from Relative to Absolute (or Mixed)?**

**Ans:** We can change the reference from 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 or highlight the formula and press the [F4](https://www.computerhope.com/jargon/f/f4.htm) key to switch between an absolute and relative cell reference.

**Q3. Explain the order of operations in excel?**

**Ans:**  When you combine several operations and functions into a single formula, Excel performs the operations in a predetermined order, known as the order of operations.

When a formula contains several operators with the same precedence, Excel calculates the formula from left to right. You can change the order by enclosing the part of the formula you want Excel to calculate first in parentheses.

Parentheses **‘( )’** are evaluated first. Then Exponentiation **‘^’**, Multiplication or Division **‘\* or /’**(whichever comes first), Addition or Subtraction **‘+ or -’** (again whichever comes first), Concatenation (joining strings) **‘&’**and finally Comparison.

**Q4. What, according to you, are the top 5 functions in excel and write a basic syntax for any of two?**

**Ans:** Top 5 Functions in excel according to me.

1. The SUM Function

Syntax: =SUM(number1, number2)

1. The TEXT Function

Syntax: = TEXT (value, format\_text)

1. The AVERAGE Function
2. Concatenate Function
3. VLOOKUP Function

**Q5. When would you use the subtotal function?**

**Ans:** When we want to perform some specific arithmetic and logical operation on a defined range of cells we can use the Subtotal Function

**Q6. What is the syntax of the vlookup function? Explain the terms in it?**

**Ans:** Syntax: = VLOOKUP(lookup\_value, table\_array, col\_index\_num, [range\_lookup])

The VLOOKUP Function in Excel is a tool for looking up a piece of information in a table or data set and extracting some corresponding data/information.