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

It freeze the value of the a column and a row which is mentioned in formula, when it is copied to other cell. This is also called as absolute reference . For ex. $A$1, when the formula is copied ,it always refers to the cell A1.

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

To change the reference from relative to absolute add $ sign in formula.

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

Order of operation in excel = parentheses, multiplication, division, addition, subtraction.

1. **What, according to you, are the top 5 functions in excel and write a basic syntax for any of two?**
2. SUMIFS : It is used to sum the values which meet a one or more criteria or true or false condition that you have given.

Syntax : Sumifs (sum\_range, criteria\_range1,criteria1,[criteria\_range2, criteria2]…….)

1. XLOOKUP : it search the range that is specified and then returns the first value of the corresponding match.

Syntax : xlookup ( lookup\_value, lookup\_array, return\_array,

[if\_not\_found], [match\_mode], [search\_mode])

1. FILTER : It is used to extract matching values from range based on specified condition.

Syntax : filter(array, include,[if\_empty])

1. COUNTIF : It is used to count the number of cells that meets the criteria

Syntax : countif (criteria\_range1,criteria1,[criteria\_range2, criteria2]…….)

1. AVERAGEIF : It is used to return average value according to certain criteria

Syntax : Average (number1,[number2],….)

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

It is used to perform various excel operations like sum, count, average etc by creating a group. The subtotal function is designed for cloumns of data , or vertical range.

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

VLOOKUP is also called as vertical lookup. It is used to search for a specific value in a column in order to return a value from another column in same row .

Syntax : vlookup(“lookup value” ,lookup\_range, column\_number, [match])

1. Lookup\_value = it is a value that you want to look up vertically.
2. Lookup\_range = it is the range were u want to search for the lookup\_value and matching value.
3. Column\_number it is the number of column in the lookup\_range, which contains matching value to return.
4. [match] = where you can specify whether you want closest match or exact match. Closest is specified by true and exact is specified by false.