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

The dollar sign fixes the reference to a given cell, so that it remains unchanged no matter where the formula moves.

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

To change the type of cell reference:

Select the cell that contains the formula.

In the formula bar Button image, select the reference that you want to change.

Press F4 to switch between the reference types.

The table below summarizes how a reference type updates if a formula containing the reference is copied two cells down and two cells to the right.

**3) Explain the order of operations in excel?**

In general, Excel's order of operation follows the acronym PEMDAS (Parentheses, Exponents, Multiplication, Division, Addition, Subtraction) but with some customization to handle the formula syntax in a spreadsheet.

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

1) The SUM Function

“=SUM” (number1, number2, etc.)

2) The TEXT Function

“=TEXT” (value, format\_text).

3) The Vlookup Function

“=VLOOKUP” (lookup\_value, table\_array, col\_index\_num, \*range\_lookup\*).

4) The AVERAGE Function

5) The CONCATENATE Function

**5)When would you use the subtotal function?**

SUBTOTALS help us to get the totals of several columns of data broken down into various categories. For example, let's consider garment products of different sizes manufactured.

**6)What is the syntax of the vlookup function? Explain the terms in it?**

VLOOKUP stands for ‘Vertical Lookup’. It is a function that makes Excel search for a certain value in a column (the so called ‘table array’), in order to return a value from a different column in the same row. This article will teach you how to use the VLOOKUP function.

A VLOOKUP function exists of 4 components:

* The value you want to look up;
* The range in which you want to find the value and the return value;
* The number of the column within your defined range, that contains the return value;
* 0 or FALSE for an exact match with the value you are looking for; 1 or TRUE for an approximate match.

Syntax: VLOOKUP([value], [range], [column number], [false or true])