

Q1 : What does the dollar(\$) sign do?

Ans : Excel is a cell address with the dollar sign (\$) in the row or column coordinates, like \$A\$1. The dollar sign fixes the reference to a given cell, so that it remains unchanged no matter where the formula moves

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

1. Select the cell that contains the formula.
2. In the formula bar, select the reference that you want to change.
3. Press F4 to switch between the reference types.

Q3 : Explain the order of operations in excel?

Ans : When evaluating a formula, Excel follows a standard math protocol called "order of operations". 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

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

Ans : VLookup Formula, Concatenate Formula, Text to Columns, Remove Duplicates and Pivot Tables.

Pivot table:

- Click a cell in the source data or table range.
- Go to Insert > PivotTable.
- Excel will display the Create PivotTable dialog with your range or table name selected

Remove duplicates:

- 1 . Select the range of cells that have duplicate values you want to remove.
- 2 . Click Data > Remove Duplicates, and then Under Columns, check or uncheck the columns where you want to remove the duplicates. .
- 3 . Click ok.

Q5 : When would you use the subtotal function?

Ans : The SUBTOTAL function ignores any rows that are not included in the result of a filter, no matter which function_num value you use. The SUBTOTAL function is designed for columns of data, or vertical ranges. It is not designed for rows of data, or horizontal ranges.

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

Ans : =VLOOKUP(the column number in the range containing the value to return)