

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

Ans:- It lock reference column that contain formula which will apply to other row or column.

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

Ans:- By applying the Dollar sign to the desired column or row.

Q3. Explain the order of operations in excel?

Ans:- Operation always start with equal (=) sign to perform the required formula.

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

Ans:- 1. Sum() -- for addition in selected row or column.

- 2. Min() -- for minimum in selected row or column.
- 3. Max() -- for maximum in selected row or column.
- 4. AVERAGE() -- for average in selected row or column.
- 5. SUMSQ() -- for addition of square in selected row or column.

Q5. When would you use the subtotal function?

Ans:- It contain the formulas and give the filtered outcome for a selected column.

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

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

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