|  |  |
| --- | --- |
| 1)  Ans: | What does the dollar($) sign do?  A dollar sign in Excel is used for **absolute cell referencing**. This tells Excel that you want to always refer to a specific cell even when your formula is copied across. |
|  |  |
| 2)  Ans: | How to Change the Reference from Relative to Absolute (or Mixed)?  Add a "$" symbol in front of the column and row, or use F4 shortcut key |
|  |  |
| 3)  Ans: | Explain the order of operations in excel?  PEMDAS is the order of operation in excel sheet. Where,  P-Parenthesis  E-Exponents  M-Multiplication  D-Division  A-Addition  S-Subtraction |
|  |  |
| 4)  Ans: | What, according to you, are the top 5 functions in excel and write a basic syntax  for any of two?  Top 5 functions are IF, SUMIFS, COUNTIFS, CONCATENATE, TRIM, VLOOKUP, IFERROR, UNIQUE.  Syntax:   1. =CONCATENATE (A1,” “,B1) Combines cell values of A1 and B1 separated by a “\_” 2. =TRIM(B4) It removes spaces from cell B4 |
|  |  |
| 5)  Ans: | When would you use the subtotal function?  The SUBTOTAL Function in Excel used to create groups and then perform various other Excel functions such as SUM, COUNT, AVERAGE, PRODUCT, MAX, etc. Thus, the SUBTOTAL function in Excel helps in analyzing the data provided |
|  |  |
| 6)  Ans: | What is the syntax of the VLOOKUP function? Explain the terms in it?  VLOOKUP function is a premade function in Excel, which allows searches across columns.  Syntax: =VLOOKUP(lookup\_value, table\_array, col\_index\_num, [range\_lookup]) |