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

Ans : 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 you formula copied across.

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

Ans : 1. Highlight the cell containing the formula you want to have changed to an absolute or relative reference.

1. Click the formula box or highlight the formula and press the F4 key to switch between and absolute and relative cell reference.
2. **Explain the order of operations in excel?**

Ans : Its especially important to follow the order of operations when creating a formula . otherwise, Excel won’t calculate the results accurately. PEMDAS (Parentheses, Exponents, 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?**

Ans :

1. The SUM function

=sum() and =sumif()

1. The TEXT function

=text()

1. The AVERAGE function

=average()

1. The VLOOKUP function

=vlookup()

1. The CONCATENATE function

=concat()

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

Ans: Subtotal can be used repeatedly in the same column for section subtotals and then used again at the end for a grand total.

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

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

Lookup\_value - Lookup value is a value which user wants to search in the first column of a range array and wants the respective row values to be returned. If excel finds the lookup value in the table array it will return the respective row value of the given column in the range. Otherwise, it will return a #N/A error.

Table\_array - table\_array is a range in the Excel worksheet in which the user wants to search the lookup value in the first column of this table array.

col\_index\_num - Column index number should be always greater than equals to 1 and less than or equals to number of columns in the given table array range. If you specify less than 1, Vlookup formula returns #VALUE error value. And if you mention a column number which is greater than number of columns in the lookup table array range, vlookup formula returns #Ref error value.

range\_lookup - Range lookup parameter is to specify whether user required an exact match values or an approximate match values. If you omit this parameter, Vlookup function treat it as TRUE as default. You can mention TRUE (or 1) or FALSE (or 0) as a range lookup.