



Q. What does the dollar sign do in Excel Sheet?

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

Q. How to change the reference from Relative to Absolute?

Ans. An absolute reference is designated in a formula by the addition of a dollar sign (\$) before the column and row.

If it precedes the column or row (but not both), it's known as a mixed reference.

\* Steps that should be followed :-

i) Select the cell that contains the formula.

ii) In the formula bar, select the reference that you want to change.

iii) Press F4 to switch b/w the reference types.

Acc. to you top 5 functions in excel and write basic syntax for any of two?

- i) Sum  $\Rightarrow$  = Sum (text1, text2) or Sum (num1, num2)
- ii) Concatenate  $\Rightarrow$  = Concatenate (text1, text2, ... textn)
- iii) Vlookup  $\Rightarrow$  = Vlookup (lookup value, table array, col index num, range lookup)
- iv) Trim  $\Rightarrow$  = Trim (text)
- v) Average Function  $\Rightarrow$  = Average (num1, num2, etc.)

Q. Explain the order of operations in excel?  
Ans.

\* Calculation order: — Always begins with an equal sign (=). Four types of Calculation operators:

- i) Arithmetic
- ii) Comparison
- iii) Text
- iv) Concatenation & Reference

When you combine several operations and functions into a single formula, Excel performs the operations in a predetermined order, known as the order of operations. And when the formula contain several operators with the same precedence, Excel calculates the formula from left to right. We can remember the order using (PEMDAS):

$\Rightarrow$  Parentheses, Exponents, Multiplication, Division, Addition and Subtraction.

Q. When would you use the Subtotal function?  
Ans. — The Subtotal function is designed for columns of data, or vertical ranges.

it is not designed for rows of data, or horizontal ranges. For e.g. let's consider garment products of diff. sizes manufactured. The Subtotal function will help you to get a count of diff. sizes in your warehouse.

What is the syntax of the Vlookup function? Explain the terms in it?

In its simplest form, the Vlookup function says = Vlookup (what you want to look up, where you want to look for it, the column num. in the range containing the value to return, return an approximate or exact match - indicates as 1/True or 0/False).