1.what does dollar sign do in excel

Ans: In excel dollar sign denote a currency format, in another use of dollar sign its indicating absolute cell reference in formula ,it also tells whether to change or not to change the reference when the formula is copied to other cell .

2.How to change the reference from relation to absolute

Ans: By pressing F4 to switch between the reference type in the formula bar

3.explain the order of operations in excel

Ans; 1.() parenthsics ex=(10-2)\*2=16

2.:,reference operators ex- =sum(b1:b15)

3.% percentage ex- =5%\*10 =5.

4.^ exponentiation ex.=5^2\*2 =50

5.\* / multiplication and divison ex. =4-2/2 =0

6.+- addition and substration ex.=8/2-1= 3

4 . What, according to you, are the top 5 functions in excel and write a basic syntax

for any of two?

Ans : the top 5 function are

1.the sum function syntax: =sum(b1:b15)

2.the text function syntax : =text(B2,”ddd”) it converts date or number into text

3.the vlook up function syntax : =vlookup(lookup\_value,table\_array,col\_index,[range \_lookup])

4.the average function syntax: =average(a2:a8 ) its gives average of value in range of cells

5.the concatenate function syntax : =concatenate (text1,terxt2,.........text n )

5. When would you use the subtotal function?

Ans: it will gives the subtotal value from a range of cells

If we want to make total of particular cells at that time we will use

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

Ans: =VLOOKUP(What you want to look up, where you want to look for it, the column number in the range containing the value to return, return an Approximate or Exact match – indicated as 1/TRUE, or 0/FALSE).