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

In Excel, the dollar sign ($) serves as a reference marker in formulas:

1. "$" before the column letter (e.g., $A1) fixes the column reference but allows the row reference to change when copied.
2. "$" before the row number (e.g., A$1) fixes the row reference but allows the column reference to change.

These absolute references ensure certain cell references stay constant when copying formulas, aiding in accurate calculations and data manipulation in Excel.

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

To change a cell reference in Excel from relative to absolute (or mixed):

1. **Relative Reference (No Dollar Signs):** The default reference type where neither column nor row has dollar signs (e.g., A1).

1. **Absolute Reference (Add Dollar Signs):** To make it absolute, add dollar signs before the column letter, row number, or both. For example, $A1 (column fixed), A$1 (row fixed), or $A$1 (both fixed).

1. **Mixed Reference (Mix Dollar Signs):** Create mixed references by fixing one part (column or row) while allowing the other to change. For example, $A1 (column fixed, row relative) or A$1 (row fixed, column relative).

Edit the formula in the formula bar, add or remove dollar signs as needed, and Excel will adjust the reference type accordingly.

1. **Explain the order of operations in excel?**

In Excel, calculations follow a specific order:

1. **Brackets:** Excel evaluates expressions within parentheses first.
2. **Exponents:** It calculates powers using the caret (^) operator.
3. **Multiplication and Division:** These are performed from left to

right.

1. **Addition and Subtraction:** Also left-to-right.
2. **Concatenation:** Joining text is done after math operations with the "&" operator.
3. **Comparison Operators:** Evaluate comparisons after arithmetic operations.
4. **Logical Functions:** Functions like IF, AND, OR, NOT are evaluated.
5. **References:** Finally, Excel evaluates cell references and named ranges.
6. **Use parentheses to control the order of operations in complex formulas.**
7. **What, according to you, are the top 5 functions in excel and write a basic syntax for any of two?**

Here are two commonly used Excel functions with their basic syntax:

1. **SUM Function:**

**Syntax: =SUM(number1, [number2], ...)**

**Purpose:** Adds a range of numbers or individual numbers together.

**Example: =SUM(A1:A5)** adds numbers in cells A1 to A5.

1. **IF Function:**

**Syntax: = IF(logical\_test, value\_if\_true, [value\_if\_false]) Purpose:** Returns one value if a condition is true and another if false.

**Example:** **=IF(A1>10, "Yes", "No")** displays "Yes" if A1 is greater than 10; otherwise, it displays "No.

" These are just two of the many Excel functions available to perform various tasks, such as calculations, logic testing, and data analysis.

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

Use the SUBTOTAL function in Excel when you want to calculate subtotals or aggregates for filtered data, create summary reports with subtotals, avoid double counting, or build dynamic dashboards where calculations adapt to changing data filters. SUBTOTAL ensures accurate results in these scenarios.

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

The VLOOKUP function in Excel is used to find a specific value in the first column of a table or range and then return a corresponding value from a chosen column.

Here's what its syntax means:

**lookup\_value:** The value you want to find.

**table\_array:** The range containing the data to search through. **col\_index\_num:** The column number in the range to retrieve data from.

**[range\_lookup]:** Optional; set to **TRUE** for an approximate match or **FALSE** for an exact match.

VLOOKUP searches for the **lookup\_value,** finds a match, and retrieves a value from the specified column, based on the **range\_lookup**. It's useful for tasks like looking up data in large tables.