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

Ans – For absolute cell references for both column and row i.e. $C$14 will fix column C and row 14.

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

Ans- By pressing F4 for switch between the references and can also do form formula bar.

1. Explain the order of operations in excel?

Ans – First it will solve the parentheses and then it will solve form left to right according to BODMAS rule.

1. What, according to you, are the top 5 functions in excel and write a basic syntax for any of two?

Ans- Basic functions are sum, count , average , min , max. Syntax of min is (=min(number1,number2)) and for sum is (=sum(number1,number2))

1. When would you use the subtotal function?

Ans- It is used in column data not in row data. And if we hide the column the subtotal value changes accordingly.

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

Ans - =vlookup(lookup\_value(what you want to look), table\_array(where) , range(column no.))