

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

Ans)

The dollar sign (\$) is used in Excel to create an absolute cell reference. When you put a dollar sign before the column letter or row number in a cell reference, it locks that part of the reference while allowing other parts to change when copied or filled. For example, \$A\$1 is an absolute reference to cell A1, and when you copy the formula containing this reference to other cells, it will always refer to cell A1 regardless of the destination.

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

Ans)

To change a cell reference from relative to absolute or mixed, you can manually add the dollar sign (\$) to the appropriate column letter, row number, or both. For example, if you want to make row 1 absolute but keep the column letter as a relative reference, you would use \$A1. To make the column absolute but keep the row relative, you would use A\$1.

3. Explain the order of operations in excel?

Ans)

In Excel, calculations follow a specific order of operations, also known as precedence. The order is as follows:

1. Parentheses: Operations inside parentheses are performed first.
2. Exponents: Exponentiation (using ^) is evaluated next.
3. Multiplication and Division: These operations are performed from left to right.
4. Addition and Subtraction: These operations are performed from left to right.

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

Some of the top functions in Excel are:

1. Hlookup
2. Vlookup
3. Trim
4. IF: Returns one value if a condition is true and another value if it's false. Syntax:  
=IF(logical\_test, value\_if\_true, value\_if\_false).
5. AVERAGE: Calculates the average of a range of numbers. Syntax:  
=AVERAGE(number1, [number2], ...).

5. When would you use the subtotal function?

Ans)

The SUBTOTAL function is used to perform calculations on a filtered range in Excel. It calculates various functions like SUM, AVERAGE, COUNT, etc., while ignoring hidden or filtered-out rows. You would use the SUBTOTAL function when you want to get a subtotal or summary for only the visible data after applying filters to a table.

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]).

The VLOOKUP function searches for a value in the leftmost column of a table and returns a value from the same row in a specified column.

- **lookup\_value**: The value you want to find in the leftmost column of the table.
- **table\_array**: The range of cells that contains the data you want to search in. It should include the leftmost column where the lookup\_value is found.
- **col\_index\_num**: The column number in the table from which you want to retrieve the result.
- **range\_lookup**: Optional. It's either TRUE or FALSE (1 or 0). TRUE performs an approximate match (default), and FALSE performs an exact match.