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

The dollar sign fixes the reference to a given cell, so that it **remains unchanged** no matter where the formula moves. In other words, using $ in cell references allows you to copy the formula in Excel without changing references.

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

To change the reference from relative to absolute, you need to add the dollar sign before the column notation and the row number. For example, A1 is a relative cell reference, and it would become absolute when you make it $A$1.If you only have a couple of references to change, you may find it easy to change these references manually. So you can go to the formula bar and edit the formula (or select the cell, press F2, and then change it).

However, a faster way to do this is by using the [keyboard shortcut](https://trumpexcel.com/excel-keyboard-shortcuts/) – F4.When you select a cell reference (in the formula bar or in the cell in edit mode) and press F4, it changes the reference. Suppose you have the reference =A1 in a cell.

Here is what happens when you select the reference and press the F4 key.

* **Press F4 key once:** The cell reference changes from A1 to $A$1 (becomes ‘absolute’ from ‘relative’).
* **Press F4 key two times:** The cell reference changes from A1 to A$1 (changes to mixed reference where the row is locked).
* **Press F4 key three times:** The cell reference changes from A1 to $A1 (changes to mixed reference where the column is locked).
* **Press F4 key four times:**The cell reference becomes A1 again.

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

Excel performs the operations in the order shown in the following table. If a formula contains operators with the same precedence—for example, if a formula contains both a multiplication and division operator—Excel evaluates the operators from left to right.

|  |  |
| --- | --- |
|  |  |
|  |  | Negation (as in –1) |
|  |  | Percent |
|  |  | Exponentiation |
|  |  | Multiplication and division |
|  |  | Addition and subtraction |
|  |  | Connects two strings of text (concatenation) |
|  |  | Comparison |

To change the order of evaluation, enclose in parentheses the part of the formula to be calculated first.

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

The top 5 functions in excel are: -

**1. The SUM Function**

The syntax formula for sum function is =SUM (number1, number2, )

## 2. The TEXT Function

The syntax formula for text function is =TEXT (value, format\_

text).

## 3. The VLOOKUP Function

## 4. The AVERAGE Function

## 5. The CONCATENATE Function

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

**SUBTOTAL** returns a subtotal in a list or database. It is generally easier to create a list with subtotals by using the **Subtotal** command in the **Outline** group on the **Data** tab in the Excel desktop application. Once the subtotal list is created, you can modify it by editing the SUBTOTAL function.

SUBTOTAL(function\_num,ref1,[ref2],...)

The SUBTOTAL function is designed for columns of data, or vertical ranges. It is not designed for rows of data, or horizontal ranges. For example, when you subtotal a horizontal range using a function\_num of 101 or greater, such as SUBTOTAL(109,B2:G2), hiding a column does not affect the subtotal.

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

The *VLookup*formula is “=VLOOKUP” (lookup\_value, table\_array, col\_index\_num, \*range\_lookup\*).

* “lookup\_value” is the data you want to find.
* “table\_array” is the data column where you want to limit your search.
* “col\_index\_num” is the column number within the table that you want to return a value from.
* “range\_lookup” is an optional argument that allows you to search for the exact match of your lookup value without sorting the table.