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.

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

When you are typing your formula, after you type a cell reference - press the F4 key. Excel automatically makes the cell reference absolute! By continuing to press F4, Excel will cycle through all of the absolute reference possibilities.

1. Explain the order of operations in excel?

Excel calculates the formula from left to right, according to a specific order for each operator in the formula. The order in which Excel performs operations in formulas.

|  |  |
| --- | --- |
| Operator | Description |
| ^ | Exponentiation |
| \* and / | Multiplication and division |
| + and – | Addition and subtraction |
| & | Connects two strings of text (concatenation) |

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

For any of two?

Top 5 functions in excel are:

autosum, vlookup, if function, match function, Date function.

If function =IF (Something is True, then do something, otherwise do something else)

Date function = DATE (year,month,day)

5. When would you use the subtotal function?

Subtotal function is used when you want to see the total after you apply filter to a column. You can use subtotal function with any other aggregate function like average, min, max, etc.

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

The syntax of vlookup function:

=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).

1. The value you want to look up, also called the lookup value.
2. The range where the lookup value is located. Remember that the lookup value should always be in the first column in the range for VLOOKUP to work correctly. For example, if your lookup value is in cell C2 then your range should start with C
3. The column number in the range that contains the return value. For example, if you specify B2:D11 as the range, you should count B as the first column, C as the second, and so on.
4. Optionally, you can specify TRUE if you want an approximate match or FALSE if you want an exact match of the return value. If you don't specify anything, the default value will always be TRUE or approximate match.