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

Ans) 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. For example, if you want to reference cells A1:B2, you would write $A$1 : $B$2.

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

Ans) Select the cell that contains the formula. , select the reference that you want to change. Press F4 to switch between the reference types. 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. Relative cell references contain no dollar signs (i.e., A1). Mixed cell references have dollar signs attached to either the letter or the number in a reference but not both (i.e., $A1 or A$1). Absolute cell references have dollar signs attached to each letter or number in a reference (i.e., $A$1).

3.Explain the order of operations in excel?

Ans) In excel operations always begins with “=” sign followed by the any elements or function which needed to be calculated. Excel starts calculating the formula always from left to right according to a specific order for each operator in the formula. If Two or more operations given, then excel will follow a certain order:

1. Parentheses
2. Reference operators
3. Exponents
4. Negation
5. Percent
6. Multiplication and Division
7. Addition and Subtraction
8. Concatenation
9. Logical operators.

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

for any of two?

Ans) Top 5 functions in excel according to me are as follows;

1- sumif

2- countif

3- Filter

4- Vlookup

5- averageif

Syntax for Filter – FILTER(array , include , [if\_empty])

Syntax for countif – Countif(range , criteria)

Syntax for Vlookup - (Lookup\_value, table\_array, col\_index\_num, range\_lookup)

5.When would you use the subtotal function?

example- let’s consider garment products of different Ans) Subtotal breaks the data into various categories and gives the sum of several columns in a sheet. For sizes manufactured. The SUBTOTAL function will help you to get a count of different sizes in your warehouse.

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

Ans) Syntax for Vlookup - (Lookup\_value, table\_array, col\_index\_num, range\_lookup)

1. Look\_value = it is the value which we want to look for in left most column the table.
2. Table array = it is the table from which we want to extract the data.
3. col\_index\_num = it is the index number of column from which the matching value should be returned.
4. range\_lookup – in this there are 2 options TRUE and FALSE, TRU will give us the approximate match and FALSE will give the Exact match.