

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

Microsoft Excel and other spreadsheet software use the dollar sign (\$) to denote a fixed row, fixed column reference, or an absolute cell reference.

2. 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.

3. Explain the order of operations in excel?

In general, Excel's order of operation follows the acronym PEMDAS (**Parentheses, Exponents, Multiplication, Division, Addition, Subtraction**) but with some customization to handle the formula syntax in a spreadsheet. First, any expressions in parentheses are evaluated.

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

for any of two?

The basic syntax for a function is **an equals sign (=), the function name (SUM, for example), and one or more arguments**. Arguments contain the information you want to calculate. The function in the example below would add the values of the cell range A1:A20.

5. When would you use the subtotal function?

The SUBTOTAL Function^[1] in Excel allows users to **create groups and then perform various other Excel functions such as SUM, COUNT, AVERAGE, PRODUCT, MAX, etc.** Thus, the SUBTOTAL function in Excel helps in analyzing the data provided.

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

=VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])