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

Ans : Dollar sign is use to change and fixed the references within the formulas.

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

Ans : By using ‘$’ sign we can change the references to absolute or mixed.

Example : $A$5, A$1, $A2 etc.

1. Explain the order of operations in excel?

Ans : Order of Operations are based on BODMAS rule and explained as below

|  |  |
| --- | --- |
| B | Operation of bracket |
| O | Operation of order of power/roots. |
| D | Operation of Division. |
| M | Operation of Multiplication. |
| A | Operation of Addition. |
| S | Operation of Subtraction. |

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

Ans : SUM( ), AVG( ), SUMIF( )/SUMIFS( ),

MIN( )/MAX( ), COUNT( )/COUNTIF( ), LOOKUPs( ) are some of the top functions in excel.

* SUMIF( Range, Criteria, [Sum\_range] )
* COUNTIF(Range, Criteria)

1. When would you use the subtotal function?

Ans : When we have to do the total of any columns based on the category, we can use subtotal function to show the output after sorting the columns.

1. 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])

lookup\_value: value which we have to search for.

table\_array: table to be selected and the lookup\_value column should be in extreme left to be consider.

col\_index\_num: column reference number should be provided to carry out the match as per lookup\_value.

range\_lookup: range\_lookup search for exact match or approx. match for the given

lookup\_value. True(1) for approx. match and False(0) for exact match.