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

Ans - In Microsoft Excel, the dollar sign ($) is used to create an absolute reference in cell references. Cell references in Excel are typically relative, which means they adjust when copied or moved to a new location. However, by using the dollar sign, you can lock the reference to a specific cell or range.

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

Ans - To change the reference from relative to absolute or mixed:

1. Select the cell or range containing the formula you want to modify.
2. In the formula bar at the top of the Excel window, click on the reference you want to change.
3. Insert the dollar sign ($) before the column letter and/or row number to lock or partially lock the reference.
4. Press Enter or click outside the formula bar to save the changes.

By using the dollar sign to modify cell references, you can control whether they adjust when copied or remain constant.

Q 3. Explain the order of operations in excel?

Ans - The order of operations in Excel, also known as precedence, determines the sequence in which mathematical and logical operations are performed in a formula. Excel follows a specific order to calculate formulas correctly. The order of operations in Excel is as follows:

1. Parentheses: Excel evaluates expressions within parentheses first. If a formula contains nested parentheses, the innermost set is calculated first.
2. Exponents: Excel calculates exponentiation operations (raising a number to a power) next. It applies the exponentiation operation from left to right.
3. Multiplication and Division: After evaluating parentheses and exponentiation, Excel performs multiplication and division operations. These operations are evaluated from left to right.
4. Addition and Subtraction: Lastly, Excel performs addition and subtraction operations. Like multiplication and division, these operations are evaluated from left to right.

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

for any of two?

Ans. According to me, the top 5 functions in Excel are:

1. Sum
2. Average
3. Count
4. Max
5. Min

Here are the basic syntax examples for two functions:

SUM function:

Let's say you want to add up the numbers in cells A1, A2, and A3. The syntax for the SUM function would be:

=SUM(A1:A3)

AVERAGE function:

Suppose you have a range of numbers in cells B1 to B5, and you want to calculate the average. The syntax for the AVERAGE function would be:

=AVERAGE(B1:B5)

Remember to replace the cell references (e.g., A1, B1:B5) with the actual cell ranges or values you want to use in your Excel worksheet.

Q 5. When would you use the subtotal function?

Ans The SUBTOTAL function in Excel is used to calculate various types of subtotals within a range or table of data. It is commonly used when you want to perform calculations on subsets of data, excluding other subtotals or filtered rows.

. Here are a few scenarios where you might use the SUBTOTAL function:

1. Filtering data
2. Grouping data
3. Summarizing data
4. Conditional calculations

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

Ans   
The syntax of the VLOOKUP function in Excel is as follows:

The syntax of the VLOOKUP function in Excel is as follows:

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VLOOKUP(lookup\_value, table\_array, col\_index\_num, [range\_lookup])

Now let's explain the terms used in the VLOOKUP function:

1. **lookup\_value**: This is the value you want to search for in the leftmost column of the range or table. It can be a value, a cell reference, or a text string.
2. **table\_array**: This is the range of cells that contains the data you want to search in. The first column of this range should contain the lookup values, and the columns to the right should contain the related data that you want to retrieve.
3. **col\_index\_num**: This is the column number in the **table\_array** from which you want to retrieve the corresponding data. The first column in the **table\_array** is 1, the second column is 2, and so on.
4. **[range\_lookup]**: This is an optional argument that specifies whether you want an exact match or an approximate match. If you want an exact match, you can either omit this argument or enter **FALSE**. If you want an approximate match, you need to enter **TRUE** or **1**. When the **[range\_lookup]** argument is **TRUE** or omitted, the values in the first column of the **table\_array** should be sorted in ascending order.