Ans 1 – Dollar ($) sign locks/fixes the cell reference so that no matter where we move the formula the cell references remain unchanged. To lock the row number, we can apply the $ sign just before the row number for example = B$4, here we are locking the row number 4. For column the same concept will be followed just we need to apply the $ sign before the column instead of row, for example - $B4, here we are locking the Column B.

Ans 2 – to change the cell reference from relative to absolute we need to apply the $ sign before the column and row number, for that we can either do that by manually adding the $ sign before the column and row number for ex- $B$4- this will lock both column and row for that particular cell reference the second way to do that is by selecting the reference and pressing the F4 key:

1. By pressing once – it’ll fix/lock both column and row - $B$4.
2. By pressing twice– it will lock the row – B$4 (mixed reference)
3. By pressing thrice – it wil lock the column -$B4 (mixed reference)
4. By pressing four times - it will become again relative reference – B4.

Ans 3 - 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.

Ans 4 – Top 5 functions in excel according to me are as follows;

1. Vlookup
2. IFS
3. SumIf
4. Filter
5. CountIf

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

Syntax for Sumif - (range, criteria, Sum\_range)

Ans 5 – Subtotal breaks the data into various categories and gives the sum of several columns in a sheet. For example- let’s consider garment products of different sizes manufactured. The SUBTOTAL function will help you to get a count of different sizes in your warehouse.

Ans 6- 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.