

Q1. What does the dollar(\$) sign do?

Ans. The dollar sign (\$) in Excel creates absolute cell references. An absolute cell reference is a cell reference that does not change when the formula is copied or moved to another cell.

Q2. How to Change the Reference from Relative to Absolute (or Mixed)?

Ans. Using F4 Key

Q3. Explain the order of operations in Excel.

Ans. The order of operations in Excel is the same as we use in mathematics, BODMAS Rule

Q4. What, according to you, are the top 5 functions in excel and write a basic syntax for any of two?

Ans. In my opinion, SUM(), IF(), FILTER(), COUNTIF(), VLOOKUP() are some of the most used functions in Excel.

eg) =SUM(range)

=VLOOKUP(lookup_value, table_array, col_index_num, range_lookup)

Q5. When would you use the subtotal function?

Ans. The SUBTOTAL function in Excel is used to calculate subtotals in a range of cells. It is a versatile function that can be used to calculate different types of subtotals, such as sums, averages, counts, and maximum or minimum values.

Q6. What is the syntax of the vlookup function? Explain the terms in it?

Ans. =VLOOKUP(lookup_value, table_array, col_index_num, range_lookup)

- lookup_value: The value that you are looking up.
- table_array: The range of cells that contains the table.
- col_index_num: The column number of the value that you want to return.
- range_lookup: A Boolean value that specifies whether you want to perform an exact match or a partial match.