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

Ans : $ symbol in Excel locks a specific cell or rows or columns in a worksheet. The shortcut to lock down a reference in Excel is pressing ALT + F4.

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

Ans:

To change the type of cell reference:

1. Select the cell that contains the formula.

2. In the formula bar. , select the reference that you want to change.

3. Press F4 to switch between the reference types.

**3. Explain the order of operations in excel?**

ANs: A formula in Excel always begins with an equal sign (=). Excel interprets the characters that follow the equal sign as a formula. These are separated by calculation operators.

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

• AutoSum

• LOOKUP function

• VLOOKUP function

• HLOOKUP function

• MAX function

• MIN function

• DATE function;

**5. When would you use the subtotal function?**

The SUBTOTAL function is designed for columns of data, or vertical ranges. It is not designed for rows of data, or horizontal ranges.

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

Ans:

VLOOKUP function says: =VLOOKUP(What you want to look up, where you want to look for it, the column number in the range containing the value to return, return an Approximate or Exact match – indicated as 1/TRUE, or 0/FALSE).