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

Ans :-Dollar($)in excel is used to fix a cell reference.It represent the about the absolute reference.Whenever a formula is copied or moved it always shows the first cell.

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

Ans:-when any formula is copied from one cell to another cell if it changes then its known as Relative reference butif it doesn’t change then its absolute reference.

Relative reference can be changed to Absolute reference by adding Dollar sign($).It can be done by pressing F4 which will be dollar sign before the cell reference which is not going to change.

1. Explain the order of operations in excel?

Ans:-Order of operation in excel is followed as

a.Parantheses

b.Exponentiation

c.Multiplication and Division

d.Addition and Subtraction

e.concatenation

f.comparisionA

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

Ans:-TOP 5functions in excel according to me are

a.vlookup

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

b.sumtotal

c.condtional

* Syn:-IF(logical\_test,[value\_if\_true],[value\_if\_false])

d.Hlookup

e. concatenation

5. When would you use the subtotal function?

Ans:-To use subtotal function on a particular column,first the column should be sorted.To apply subtotal go to DATA from ribbon then click subtotal.

Subtotal function is used when we use sum,count,average,max,min,product.It consists of six functions in bundle and each function can be used accordingly to the data type.

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

VLOOKUP stands for vertical lookup.Vllookup stands for a value in leftmost column of the table and then return a value in the same row from the same column specified.By default the table must be sorted in an ascending order.

We need to mention that in vlookup which column value we find to find out,so we need to give column number

=Vllookup(lookup value,table array,col\_index\_num[range,lookup])

Lookupvalue=for which column we need find the value,mention the column number

Table array=select the table on which we need to find vlookup value

Col\_index\_num=With rescept to the selected table which column number value you want to return.

Range lookup=it’s a logical value,it can be True for exact match and false for approximate match