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

Ans : A dollar sign ($) is the symbol found on the same key as the number four (4) key on United States QWERTY keyboard. The dollar sign is often used to **represent a U.S. currency value**.

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

Ans : Highlight the cell containing the formula you want to have changed to an absolute or relative reference.

Click the formula box (shown below) or highlight the formula and press the  key F4 to switch between an absolute and relative cell reference.

1. Explain the order of operations in excel?

Ans :  Excel's order of operation follows the acronym PEMDAS (**Parentheses, Exponents, Multiplication, Division, Addition, Subtraction)** but with some customization to handle the formula syntax in a spreadsheet.

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

Ans : Sum function syntax : SUM(C2:C7)

Text function syntax : TEXT (value, format\_text).

Vlookup syntax : VLOOKUP (lookup\_value, table\_array, col\_index\_num, \*range\_lookup\*).

Average function syntax : AVERAGE” (number1, number2, etc.).

Concatenate syntax : CONCATENATE(text1, [text2…text\_n]),

5 . When would you use the subtotal function?

Ans : **The SUBTOTAL function in Microsoft Excel returns the subtotal value from a range of cells.**

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

Ans: Vlookup syntax : **VLOOKUP(lookup\_value, table\_array, col\_index\_num,**

1. Lookup value is a value which user wants to search in the first column of a range array and wants the respective row values to be returned. If excel finds lookup value in the table array it will return the respective row value of the given column in the range. Otherwise it will return #N/A error.
2. 2. **table\_array**: table\_array is the second parameter of excel Vlookup formula. table\_array is a required parameter in Vlookup function in excel. table\_array is a range in Excel worksheet which user wants to search the lookup value in the first column of this table array.  
   Note: Vlookup function is not a case sensitive.
3. **col\_index\_num**: col\_index\_num is the third parameter of excel Vlookup formula. col\_index\_num is a required parameter in Vlookup function in excel. We need to mention column index number in the Vlookup formula to tell Excel from which column of the given array to be picked a row value of the lookup value. Column index number should be always greater than equals to 1 and less than or equals to number of columns in the given table array range. If you specify less than 1, Vlookup formula returns #VALUE error value. And if you mention a column number which is greater than number of columns in the lookup table array range, vlookup formula returns #Ref error value.
4. **range lookup**: range\_lookup is the fourth parameter of excel formula. range\_lookup is an optional parameter in Vlookup function in Excel. Range lookup parameter is to specify whether user required an exact match values or an approximate match values. If you omit this parameter, Vlookup function treat it as TRUE as default.  
   You can mention TRUE (or 1) or FALSE (or 0) as a range lookup. Here TRUE searches for the exact match and returns the respective row values if match founds. Otherwise Vlookup returns approximate row values of the given lookup value. I.e. less than the exact match. Here TRUE and FALSE are Boolean values.