- 1. The "\$" sign tells Excel how to treat a reference when a formula is copied to other cells. Mostly it is used in absolute cell referencing.
- 2. To change a reference from relative absolute we can manually enter dollar signs before the cell address. Or, we can use a shortcut of the F4 key to change.
- 3. Excel follows an order of operations with the acronym BEDMAS which stands for Brackets, Exponents, Division, Multiplication, Addition and Subtraction.
- 4. According to me the top 5 functions of Excel are VLOOKUP, CONCATENATE, SUM, AVERAGE and IF.
 - a. Syntax of VLOOKUP function: =VLOOKUP(lookup value, range, column number, true/false)
 - b. Syntax of SUM function: =SUM(number1,[number2],...)
- 5. The Subtotal function is used when we have to group some values and perform analysis with the help of other functions like sum, average, count, max etc. It is used as a part of a larger sum.
- 6. The syntax for the VLOOKUP function is =VLOOKUP(lookup value, range, column number, true/false).
 - a. lookup value: the value we want to lookup
 - b. range: the range of cells in which the VLOOKUP will search for the lookup value and return value
 - c. Column number: the column number that contains the return value
 - d. true/false: whether the lookup value will be an approximate match or not.