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

In Excel, a dollar sign can denote a currency format, but it has another common use: indicating absolute cell references in formulas.

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

|  |  |
| --- | --- |
| If the reference is: | It changes to: |
| $A$1 (absolute column and absolute row) | $A$1 (the reference is absolute) |
| A$1 (relative column and absolute row) | C$1 (the reference is mixed) |
| $A1 (absolute column and relative row) | $A3 (the reference is mixed) |
| A1 (relative column and relative row) | C3 (the reference is relative) |

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

There are four different types of calculation operators: **arithmetic, comparison, text concatenation, and reference**.

|  |  |  |  |
| --- | --- | --- | --- |
| **Order** | **Symbols** | **Operation** | **Example** |
| 1 | **()** | Parentheses | =(10-7)\*3=3 |
| 2 | **: ,** | Reference Operators | =SUM(A1:A5) |
| 3 | **-** | Negation | =-3^24=81 |
| 4 | **%** | Percent | =7%\*100=7 |
| 5 | **^** | Exponentiation | =5^2\*4=100 |
| 6 | **\*/** | Multiplication and division | =9-6/2=6 |
| 7 | **+ -** | Addition and subtraction | =9/4+5=7.25 |
| 8 | **&** | Concatenation | =”score: “&6+2=score:8 |
| 9 | **><=<>** | Logical comparisons | =2^5>7+2=TRUE |

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

* VLOOKUP Formula.
* Concatenate Formula.
* Text to Columns.
* Remove Duplicates.
* Pivot Tables.
* VLOOKUP Formula.

VLOOKUP when you need to find things in a table or a range by row. For example, look up a price of an automotive part by the part number, or find an employee name based on their employee ID.

* Text to Columns.

Text to Columns is a feature in Excel that parses the text in one cell/column into many columns using a delimiter than can be adjusted. You can find the Text to Columns button on the Data tab of the ribbon, in the Data Tools group.

Haw to use text to column:

* Select the cell or column that contains the text you want to split.
* Select Data > Text to Columns.
* In the Convert Text to Columns Wizard, select Delimited > Next.
* Select the Delimiters for your data. ...
* Select Next.
* Select the Destination in your worksheet which is where you want the split data to appear.
* **Pivot Tables.**

A Pivot Table is used to summarized, sort, reorganize, group, count, total or average data stored in a table. It allows us to transform columns into rows and rows into columns. It allows grouping by any field (column), and using advanced calculations on them.

Manually create a PivotTable

Click a cell in the source data or table range.

Go to Insert > PivotTable.

Excel will display the Create PivotTable dialog with your range or table name selected. ..

In the Choose where you want the PivotTable report to be placed section, select New Worksheet, or Existing Worksheet

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

The Excel SUBTOTAL function returns an aggregate result for supplied values. SUBTOTAL can return a SUM, AVERAGE, COUNT, MAX, and others (see table below), and SUBTOTAL function can either include or exclude values in hidden rows.

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

=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).

Example =VLOOKUP(A2, prices!$A$2:$C$9, FALSE)

**1.**Click the **cell**where you want the VLOOKUP formula to be calculated.

**2.**Click**Formulas**at the top of the screen.

**3.**Click**Lookup & Reference**on the Ribbon.

**4.**Click**VLOOKUP** at the bottom of the drop-down menu.

**5. Specify the cell**in which you will enter the value whose data you're looking for.

**6. Specify the data**that you want VLOOKUP to use for its search in the table\_array box.

**7. Specify the column number**which VLOOKUP will use to find the relevant data in the col\_index\_num box.

**8. Specify whether you need an exact match**by entering either FALSE (exact match) or TRUE (approximate match) in the range\_lookup box.

**9.**Click **OK**at the bottom of the popup window.

**10. Enter the value**whose data you're searching for.