**Excel Assignment 2**

1. What is macro? Create a macro to store product detail.

Ans. A macro is an automated input sequence that imitates keystrokes or mouse actions. A macro is typically used to replace a repetitive series of keyboard and mouse actions and used often in spreadsheets and word processing applications like MS Excel and MS Word.

The file extension of a macro is commonly .MAC.

The concept of macros is also well-known among MMORPG gamers (Massively Multiplayer Online Role-Playing Games) and SEO (Search Engine Optimization) specialists. In the world of programming, macros are programming scripts used by developers to re-use code.

The term macro stands for “macro-instruction” (long instruction)

**Creating a Macro**

* + 1. Open a new workbook or any existing workbook.
    2. Go to the Developer tab in the ribbon.
    3. Click on Record Macro.
    4. In the Record Macro dialog box, specify a name (default is fine too).
    5. In the 'Store Macro in' drop down, select Personal Macro Workbook.
    6. Click OK.

1. Explain Excel formatting.

Ans. Formatting in Excel means a trick that we can use to modify the data's appearance in a worksheet. We can format the data in various ways, like we can format the font of the cells or the table with the help of the styles and format tab present in the Home tab

t's easier than ever to format worksheet (or sheet) data in Excel. There are various quick and easy ways to generate professional-looking worksheets that efficiently present our data. For example, we can utilize document themes to give our Excel spreadsheets a consistent design, style to apply predetermined formats, and other manual formatting capabilities to highlight essential data.

1. Perform data analysis using Excel. List various functions available to perform data analysis in excel.

Ans.

Simply select a cell in a data range > select the Analyze Data button on the Home tab. Analyze Data in Excel will analyze your data, and return interesting visuals about it in a task pane.

List of Data Analysis Function:

* CONCATENATE. =CONCATENATE is one of the easiest to learn but most powerful formulas when conducting data analysis. ...
* LEN. =LEN quickly provides the number of characters in a given cell. ...
* COUNTA. ...
* DAYS/NETWORKDAYS. ...
* SUMIFS. ...
* AVERAGEIFS. ...
* VLOOKUP. ...
* FIND/SEARCH.

1. List down excel functions and their examples.

Ans.

* TEXT function - TEXT(value, format\_text)
* CONCATENATE function - CONCATENATE(text1, [text2], …)
* TRIM function - TRIM(text)
* SUBSTITUTE function - SUBSTITUTE(text, old\_text, new\_text, [instance\_num])
* VALUE function - VALUE(text)
* EXACT function - EXACT(text1, text2)
* LEFT – LEFT(text, characters)
* RIGHT – RIGHT(text, characters)
* MID - MID(text, characters)
* UPPER – UPPER(text)
* LOWER – LOWER(text)
* PROPER – PROPER(text)

1. How to add annotations to a cell in Excel.

Ans.

* *Add a comment to start a conversation*

Right-click a cell and select New Comment.

Enter your comment and select Post.

* *Edit a comment*

Hover over the cell, hover over the comment, and select Edit.

* Resolve a comment

Hover over the cell, hover over the comment, and select ... More Actions.

Select Resolve thread

* *Delete a comment*

Right-click the cell and select Delete Comment.

* *Annotate cells with Notes*

Right-click the cell and select New Note.

Enter your note and click outside the cell.