**Excel Assignment 2**

1. What is macro? Create a macro to store product detail.
2. Explain Excel formatting.
3. Perform data analysis using Excel. List various functions available to perform data analysis in excel.
4. List down excel functions and their examples.
5. How to add annotations to a cell in Excel.

**1.Macro**

Task which we do repeatedly in our day to day to life, to make them automated we can use the Macro. Macro will make the task easy and can be performed as many times as we required without typing every data again and again.

File has been attached named as “Assignment 2” for the Macro for storing the product details.

**2.Excel Formatting**

Formatting in excel is a way to change the appearance of the data that you stored in a worksheet. There are numerous things that can we do in Excel formatting for example, changing the font style, colouring the font, change the background colour, underline the text, can change the style of font like italic, to name but a few.

**3.Data analysis**

We can perform the data analysis in excel in a following way:

Step 1: Either you can create new workbook, or you can use the existing file. Using the Assignment 2 workbook.

Step 2: Select the data and click on home tab.

Step3: In home tab go to the data analyse and click on it.

Step:4 There you will see many options for your comfort as how to analyse the data. Step 5: Select the appropriate option from the given list.

**Functions Available in Data analysis**

You can perform various functions in Data Analysis:

Right click on the chart and several options appears there to perform the various task:

1. You can change the colour of the chart.
2. You can change the style of the chart.
3. Click anywhere on the chart and click on paint “brush icon” named as “Chart style” just below the + icon appears on the top right corner of the chart. There you can see the options to change the layout of the chart and other colouring options.
4. On the right side there is a Pivot window appears. There you can perform various option related to the chart. For instance, you can change which column to be appear in the chart by changing its position in Legends, Values, Axis, and Filters.

Apart from that there are various other options available which we can take into use and memorize them on regular practice basis.

Ques 4:

Answer in the “assignment 2” workbook in “function” worksheet

Ques 5:

Answer in the “assignment 2” workbook in “function” worksheet