**Excel Assignment 2**

1. What is macro? Create a macro to store product detail. Macros are small programs that record your actions as you perform a task in Excel. If you have tasks in Microsoft Excel that you do repeatedly, you can record a macro to automate those tasks. A macro is an action or a set of actions that you can run as many times as you want. When you create a macro, you are recording your mouse clicks and keystrokes.  2. Explain Excel formatting. 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. The following are some of the benefits of Excel data formatting:

* The data appears to be more presentable.
* Data formatting saves a lot of time and effort.
* With the help of the chart, we can analyze the data.
* With the help of the formatting, we can highlight specific data such as profit or loss in business.

Conditional formatting is a useful tool for highlighting crucial portions of our worksheet graphically or visibly. These are dynamic tools. The Highlighted region changes as our data changes. 3. Perform data analysis using Excel. List various functions available to perform data analysis in excel.

=CONCATENATE(SELECT CELLS YOU WANT TO COMBINE) ...

=LEN(SELECT CELL) ...

=COUNTA(SELECT CELL) ...

=SUMIF(RANGE,CRITERIA,[sum\_range]) ...

=AVERAGEIF(SELECT CELL, CRITERIA,[AVERAGE\_RANGE]) ...

=VLOOKUP(LOOKUP\_VALUE,TABLE\_ARRAY,COL\_INDEX\_NUM, [RANGE\_LOOKUP])



4. List down excel functions and their examples.

In excel , a formula is an expression that operates on values in a range of cell or a cell. For ex. =A1+A2+A3+A4 , which finds the sum of the range of values from cell A1 to A4 . Also, MAX(2,3,4,5,6,7,8,9) gives maximum number which is 9 . Also, AVERAGE(2,2) returns the average of the arguments which 4.

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

right click the cell and then insert comment ( or press shift+F2),type your annotation text.click outside the the cell.