**Question 5a**

**Write out 10 excel add-ins and state their uses**

**1. Power Pivot:** This free add-in from Microsoft is a powerful tool for data analysis and manipulation. It allows you to import data from various sources, create complex data models, and build PivotTables and charts to explore your data.

2. **Kutools for Excel:** This popular add-in offers a wide range of features to save you time and effort in Excel. It includes tools for data cleaning, formatting, formula management, and more.

**3. Able bits Data Analyzer:** This add-in provides a variety of tools for data analysis, including data cleaning, transformation, and visualization. It also offers features for working with large datasets

**4. Solver:** This built-in add-in helps you solve optimization problems in Excel. You can use Solver to find the best solution for a problem, given a set of constraints.

**5. Text to Columns:** This built-in add-in helps you split text data into multiple columns. This can be useful for cleaning up imported data or preparing data for analysis.

**6. Goal Seek:** This built-in add-in helps you find the input value that will produce a desired output value in a formula. This can be useful for what-if analysis.

**7. Real Wave:** This add-in allows you to create interactive dashboards and reports in Excel. Real Wave dashboards can be used to visualize data, track performance, and make data-driven decisions.

**8. Ranger:** This add-in helps you select and format data in Excel more efficiently. Ranger offers a variety of features for selecting data, including by color, font, or formula.

9. **XLSTAT:** This add-in provides a wide range of statistical analysis tools for Excel. XLSTAT includes tools for descriptive statistics, hypothesis testing, regression analysis, and more.

10. **Data Streamer:** This add-in allows you to import real-time data into Excel from various sources, including web services, databases, and text files. Data Streamer can be used to create dynamic dashboards and reports.

**Question 5 b**

**State two uses of excel macro**

1. **Automating Repetitive Tasks:** Imagine you have a spreadsheet where you constantly format a specific column, add a header row, and calculate totals at the bottom. An Excel macro can be recorded to perform these steps, and then played back whenever you need to apply the formatting to new data. This saves a lot of time and reduces the risk of errors caused by manual repetition.
2. **Data Cleaning and Manipulation:** Working with messy data? A macro can be written to automatically clean up your data by removing inconsistencies, converting formats, or filling in missing values according to a set of rules. This can save you a significant amount of time and effort when preparing data for analysis.