

## **EXCEL ASSIGNMENT-2**

### **1.WHAT IS MACRO? CREATE A MACRO TO STORE PRODUCT DETAIL?**

#### **ANS: MACRO:**

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. It is used in excel ...

### **STEPS TO CREATE A MACRO TO STORE A PRODUT DETAILS:**

#### **1. Before you record a macro**

- Macros and VBA tools can be found on the **Developer** tab, which is hidden by default, so the first step is to enable it.

#### **2. Record a macro**

- In the Code group on the Developer tab, click **Record Macro**.
- Optionally, enter a name for the macro in the Macro name box, enter a shortcut key in the Shortcut key box, and a description in the Description box, and then click OK to start recording.
- Perform the actions you want to automate, such as entering boilerplate text or filling down a column of data.
- On the Developer tab, click Stop Recording.

### 3. Take a closer look at the macro

- You can learn a little about the Visual Basic programming language by editing a macro.
- To edit a macro, in the Code group on the Developer tab, click Macros, select the name of the macro, and click Edit. This starts the Visual Basic Editor.
- See how the actions that you recorded appear as code. Some of the code will probably be clear to you, and some of it may be a little mysterious.
- Experiment with the code, close the Visual Basic Editor, and run your macro again. This time, see if anything different happens!

## 2.EXPLAIN EXCEL FORMATING?

**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 and also we used in different ways

### 5 Excellent Basic Formatting Tips On MS Excel:

- Copy Formats with Fill Handle. "Fill handle" is a potent tool that helps in copying formats along with the mere copying of formulas.  
...
- Copy Styles among Worksheets. ...
- Format Using Shortcuts from Keyboard. ...

- Copy Formats Faster. ...
- Formulate Cell Style indicating Purpose.

This steps are used to make or create an excel...

### **3.PERFORM DATA ANALYSIS USING EXCEL.LIST VARIOUS FUNCTIONS AVAILABLE TO PERFORM DATA ANALYSIS IN EXCEL?**

**Ans: Steps to analysis data using excel:**

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....

#### **THIS ARE THE MOST USED FUNCTIONS IN EXCEL:-**

- AutoSum
- IF function
- LOOKUP function
- VLOOKUP function
- HLOOKUP function
- MATCH function
- CHOOSE function
- DATE function

#### 4.LIST DOWN EXCEL FUNCTIONS AND THEIR EXAMPLES?

**ANS:** List of Functions:- So total 10 functions used for us.

- SUM Function
- Count Function
- CountA Function
- LEN Function
- TRIM Function
- RIGHT, LEFT and MID Function
- VLOOKUP
- IF Statements
- SUMIF, COUNTIF, AND AVERAGEIF
- CONCATENATE Function

#### Excel Functions List:-

| <u><b>FUNCTIONS</b></u> | <u><b>DESCRIPTION</b></u>                             | <u><b>SYNTAX</b></u>                                    |
|-------------------------|---|---|
| TRANSPOSE               | Flips the orientation of a Range of cells.            | TRANSPOSE(array)  |
| VLOOKUP                 | Lookup a value in the first column And return a value | VLOOKUP(lookup_nvalue,table_array col_index_num,range_) |

## **5.HOW TO ADD ANNOTATIONS TO A CELL IN EXCEL?**

### **ANS: STEPS TO ADD ANNOTATIONS TO A CELL IN EXCEL:**

Right-click the cell and then click Insert Comment (or press Shift+F2). If you're using Excel for Office 365, right-click the cell and choose New Note. Type your annotation text. Click outside the cell. This is called as add annotations to a cell...

### **Insert simple notes for annotation purposes :**

- Right-click the cell and then click Insert Comment (or press Shift+F2). If you're using Excel for Office 365, right-click the cell and choose New Note.
- Type your annotation text.
- Click outside the cell.