Q1:-

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. After you create a macro, you can edit it to make minor changes to the way it works.

Suppose that every month, you create a report for your accounting manager. You want to format the names of the customers with overdue accounts in red, and also apply bold formatting. You can create and then run a macro that quickly applies these formatting changes to the cells you select.

Q2:-

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.

Q3:-

COUNTBLANK

SUMIFS

RANK

VLOOKUP

IFERROR

DAYS

MAXIFS

AVERAGEIFS

MATCH

INDEX

Q4:-

Excel text functions (string functions)

There exist a great lot of Microsoft Excel functions to manipulate text strings. Here are the most essential ones:

TEXT function

TEXT(value, format_text) is used to convert a number or a date into a test string in the specified format, where:

- **Value** is a numeric value you want to convert to text.

- **Format_text** is the desired format.

The following formulas demonstrate the

Excel TEXT function in action:

=TEXT(A1,"mm/dd/yyyy") - convert a date in cell A1 into a text string in the traditional US date format, such as "01/01/2015" (month/day/year).

=TEXT(A1,"€#,##0.00") - converts a number in A1 into a currency text string such as "€3.00".

	A	B	C
1	Source data	Result	Formula
2	01-Jul-15	07/01/2015	=TEXT(A2,"mm/dd/yyyy")
3			
4	20	€20.00	=TEXT(A4,"€#,##0.00")

TEXT formula examples:

- TEXT function to convert a date to text format

- TEXT formulas to convert a number to text

CONCATENATE function

CONCATENATE(text1, [text2], …) is designed to join several pieces of text together or combine values from several cells into a single cell. An analogues result can be achieved by using the Excel **&** operator, as demonstrated in the following screenshot.
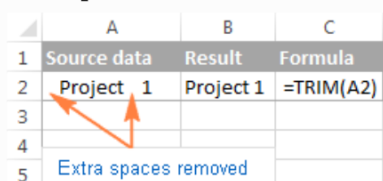

You can find plenty more formula examples in the tutorial CONCATENATE in Excel: combine text strings, cells and columns.

TRIM function

TRIM(text) removes leading, trailing spaces as well as excess spaces between

words. Where **text** is either a text string or reference to the cell containing the text from which you want to remove spaces. The following screenshot demonstrates an example of usage:

	A	B	C
1	Source data	Result	Formula
2	Project 1	Project 1	=TRIM(A2)
3			
4			
5	Extra spaces removed		

For more formula examples, see 3 ways to remove spaces between words / numbers in Excel.

SUBSTITUTE function

SUBSTITUTE(**text, old_text, new_text, [instance_num]**) replaces one set of characters with another in a specified cell or a text string. The syntax of the SUBSTITUTE function is as follows:

- **Text** - the original text string or

reference to a cell where you want to substitute certain characters.

- **Old_text** - the characters you want to replace.

- **New_text** - the characters you want to replace the old text with.

- **Nth_appearance** - an optional parameter that specifies which occurrence of old_text you want to replace with new_text. If omitted, then every occurrence of the old text will be replaced with the new text.

Q5:-

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