Excel Assignment 2

1. What is macro? Create a macro to store product detail.

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.

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..

Record a macro

1. In the **Code** group on the **Developer** tab, click **Record Macro**.
2. 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.
3. Perform the actions you want to automate, such as entering boilerplate text or filling down a column of data.
4. On the **Developer** tab, click **Stop Recording**.

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 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.**

It's easier than ever to format worksheet (or sheet) data in Excel. There are various quick and easy ways to generate professional-looking worksheets that efficiently present our data. For example, we can utilize document themes to give our Excel spreadsheets a consistent design, style to apply predetermined formats, and other manual formatting capabilities to highlight essential data.

Microsoft Excel has several features that permit users to customize the way their data is displayed. And there is a solid reason for it: formatting cells can help bring attention to essential data or show the content more properly (such as adding $ to cells which comprise price values or configure cells that represent dates to a standard display of **xx/xx/xxxx).**

Excel formatting is an optional step following data preparation, or all of the **data cleansing, structuring, enriching,** and **standardizing** necessary to prepare the data for analysis.

3. Perform data analysis using Excel. List various functions available to perform data analysis in excel.

To better represent how Ideas makes data analysis simpler, faster and more intuitive, the feature has been renamed to **Analyze Data**. The experience and functionality is the same and still aligns to the same privacy and licensing regulations. If you're on Semi-Annual Enterprise Channel, you may still see "Ideas" until Excel has been updated.

SUM Function

Count Function

CountA Function

LEN Function

TRIM Function

RIGHT, LEFT and MID Function

VLOOKUP

IF Statements

SUMIF, COUNTIF, AND AVERAGEIF

CONCATENATE Function

4. List down excel functions and their examples.

1 Count and Sum: The most used functions in Excel are the functions that count and sum. You can count and sum based on one criteria or multiple criteria.

2 Logical: Learn how to use Excel's logical functions such as the IF, AND, OR and NOT function.

3 Cell References: Cell references in Excel are very important. Understand the difference between relative, absolute and mixed reference, and you are on your way to success.

4 Date & Time: To enter a date in Excel, use the "/" or "-" characters. To enter a time, use the ":" (colon). You can also enter a date and a time in one cell.

5 Text: Excel has many functions to offer when it comes to manipulating text strings.

6 Lookup & Reference: Learn all about Excel's lookup & reference functions such as the VLOOKUP, HLOOKUP, MATCH, INDEX and CHOOSE function.

7 Financial: This chapter illustrates Excel's most popular financial functions.

8 Statistical: An overview of some very useful statistical functions in Excel.

9 Round: This chapter illustrates three functions to round numbers in Excel. The ROUND, ROUNDUP and ROUNDDOWN function.

10 Formula Errors: This chapter teaches you how to deal with some common formula errors in Excel.

11 Array Formulas: This chapter helps you understand array formulas in Excel. Single cell array formulas perform multiple calculations in one cell.

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

1. Select the desired cell
2. Go to the **Review** tab and click the **New Comment**button
3. Start writing your comment in the yellow box that will appear
4. Click away from the comment when you are done and that's it.
5. Now you can see the red triangle has appeared in cell E4, which indicates that we have successfully created a comment in that cell.