**Excel Assignment 2**

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Q1:- What is macro? Create a macro to store product detail.

Ans:- Excel Macro is a tool that simply records your Excel steps and the macro will play it back as many times as you want. VBA Macros are very helpful to save time as this function can automate repetitive tasks. It is a piece of programming code that runs in an Excel environment.

I have created a macro to store product sales and details, please find the Store product detail Macro file mentioned in the folder.

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Q2:- Explain Excel formatting.

Ans:- An excel format can be defined as the change of presence of the data in the cell the way it is, without changing the actual data in the cells. It means the data in the cell remains the same, but we will change the way it looks in the cell. In order to format data in Excel, we'll do the following things: The Font size is larger. After selecting the full table (using Ctrl+A), use the shortcut key (Alt+H+O+I) to adjust the column width. To alter the background, use the 'Fill Color' command in the 'Font' group on 'Home'.

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Q3:- Perform data analysis using Excel. List various functions available to perform data analysis in excel.

Ans:- Excel has a number of data analysis tools, which we can access via Data > Analysis|Data Analysis. If this option is not available in excel then you need to first install Excel’s analysis tool pack/Add-in. We can do that by selecting Office Button > Excel Options > Add-Ins in Excel 2007 or File > Help|Options > Add-Ins in different versions of Excel starting with Excel 2010, and clicking the Go button mentioned at the bottom of the window. Next, you need to select the Analysis ToolPak option in the dialog box and click the OK button. Then You will be able to access the data analysis tools.

After selecting Data > Analysis|Data Analysis you will be presented with the dialog box. You can now select any one of the following options useful for statistical analysis:

* ANOVA: Single Factor
* ANOVA: Two-Factor with Repetition
* ANOVA: Two-Factor without Repetition
* Correlation
* Covariance
* Descriptive Statistics
* Exponential Smoothing
* F-Test: Two Sample for Variances
* Histogram
* Random Number Generation
* Rank and Percentile
* Regression
* Sampling
* t-Test: Paired Two Sample for Means
* t-Test: Two-Sample Assuming Equal Variance
* t-Test: Two-Sample Assuming Unequal Variance
* z-Test: Two-Sample for Means

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Q4:- List down excel functions and their examples.

Ans:- Data Analysis with Excel is a diverse tutorial that provides a piece of good insight information into the latest and advanced functions available in MS Excel. It explains how to perform various data analysis functions using the tools available in Excel.

All the functions are very important in excel but I have mentioned these functions below which I use a lot in excel.

1. Subtotal
2. If formula
3. Concatenate
4. Sumif
5. Countif
6. Averageif
7. Trim

Please find the 7 Most imp Formulas in Excel file mentioned in the folder.

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Q5:- How to add annotations to a cell in Excel.

Ans:- In Excel, we can use Comments/annotations to have conversations with others or use Notes to make annotations.

Steps –

1. Right-click a cell and select New Comment.

2. Enter your comment and select Post.

Others can continue the discussion by replying to the comment.

Right-click the cell and select an option: -

1. Edit Note

2. Delete Note

3. Show/Hide Note

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