**Excel Assignment 2**

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

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.

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

1. 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.

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

* Text to column will be use to sperate the values by delimiter
* Data formatting
* Data trimming
* Data validation
* Transfer in required chart for visuslization

1. List down excel functions and their examples.

SUM use to find sum of possess cells

COUNT use to find count of possess cell

COUNTIF use to find count of possess cell with single condition

COUNTIFS use to find count of possess cell with single condition

AVERAGE use to find average of possess cell

MIN Excel use to find the minimum in a range

MAX Excel use to find the maximum in a range

TRIM Excel use to reduce the unwanted space from cells

IF Excel use to place condition on a cell

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

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