**Assignment 1 excel**

**1Ans**: a software program created by Microsoft that uses spreadsheets to organize numbers and data with formulas and functions. Excel analysis is ubiquitous around the world and used by businesses of all sizes to perform financial analysis.

The following are the major reasons for using Microsoft excel

a)Availability of wide variety of functions in it.

b)Excel turns piles of data into helpful graphics and charts.

c)Excel can organize data in an easy to navigate way.

d)Excel helps to analyze data and make forecasting predictions.

**2Ans**: The following is the tabular data which tells us about all the versions of excel

|  |  |
| --- | --- |
| Version | Year of release |
| 1 | 1985 |
| 2 | 1987 |
| 3 | 1990 |
| 4 | 1992 |
| 5 | 1993 |
| 7 | 1995 |
| 8 | 1997 |
| 9 | 2000 |
| 10 | 2002 |
| 11 | 2003 |
| 12 | 2007 |
| 14 | 2010 |
| 15 | 2013 |

**3Ans**: A bar chart is a graph that shows horizontal bars with the axis values for the bars displayed on the bottom of the graph.

It is a graphical object used to represent the data in your Excel spreadsheet.

You can use a bar chart when:

* You want to compare values across categories.
* The category text is long and difficult to display in a column chart
* You want to show duration in a graph.

The following are the steps to create bar chart

Step 1: Give the data into the excel sheet.

Step 2: Select the entire data and click on the insert tab.

Step 3: In the charts group you will find the insert column or bar chart symbol which looks like this Microsoft Excel.

Step 4: Now choose the 2-d bar chart.

Step 5: Finally you will obtain the required bar chart. If needed you can modify the chart with the help of format tab.

**5Ans**: The following is the procedure to connect excel to the database

* Open Microsoft Excel
* Select the Data tab
* Click on Get Data
  + - Select “From Database”
* Select From SQL Server database
* Enter the SQL Server Name
  + - Optionally, you can enter the database name here if you know it.
    - Otherwise, you will be able to select the database in a future step

Determine the credential you are going to use.

* + “Use my current credentials” is the default.  This will use your windows login that you used to connect to windows.
  + “Use Alternate Credentials” is using a different windows login than the current.
  + Select Database on the left-hand side to use SQL Database Credentials.
  + Select Microsoft Account on the left-hand side to use your Microsoft365 login
* Click Connect
* Select the database and the table that you want to use for the query
  + - You can use the search bar to search for a table
    - You can check the box for “Select Multiple Items” to pull in more than one table.
* Now you can choose 1) How you want to load the data; either Load which puts the data into an Excel table or “Load To” which allows you to load the data as a query instead of a table.  "Load To” is for more complex reporting. 2) You can “Transform Data”; this opens Microsoft Power Query Editor and allows you to add fields, remove fields, change data types, Etc.
* After click on “Load” this loads the data into an Excel Table.