**Assignment 2 excel**

**1Ans**: 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.

The following are the benefits of using macros in excel

* Automates repetitive and routine tasks.
* Accessibility to other users.
* Reduces the formulas burden used in Excel reports.
* Reduces the turnaround time.
* Protects workbooks and hides worksheets.

**2Ans**: All cell content uses the same **formatting** by default, which can make it difficult to read a workbook with a lot of information. Basic formatting can customize the **look and feel** of your workbook, allowing you to draw attention to specific sections and making your content easier to view and understand. You can also apply **number formatting** to tell Excel exactly what type of data you’re using in the workbook, such as percentages (%), currency ($), and so on

In general the following are the formatting parameters

1)Font

2)Font size

3)Font colour

4)the bold, italic and underline

**4Ans**: The following are the main functions that are used to perform data analysis in excel.

* CONCATENATE
* LEN
* COUNTA
* DAYS/NETWORKDAYS
* SUMIFS
* AVERAGEIFS
* VLOOKUP
* FIND/SEARCH
* IFERROR
* COUNTIFS
* LEFT/RIGHT
* RANK
* MINIFS
* MAXIFS
* SUMPRODUCT

**5Ans:** The following procedure should be known to give annotations to the cell.

1. 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**.
2. Type your annotation text.
3. Click outside the cell.

If you need to edit the note, right-click the cell, and then click **Edit Comment**. If you're using Excel for Office 365, right-click the cell and choose **Edit Note**.

If you need to delete the note, right-click the cell and choose **Delete Comment**. If you're using Excel for Office 365, right-click the cell and choose **Delete Note**.