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

macro is used to automate a task that you perform repeatedly or on a regular basis. ... You can record or build a macro and then run it to automatically repeat that series of steps or actions.

1. **Explain Excel Formatting?**

Data Formatting in excel is very useful, which allows us to format the data in any way we want. We can change the format of data to make it as per standards or our requirements. This brings uniformity in terms of the same type of fonts, shapes, alignment and font color. This is normally used in all types of work such as official, report creation, anything we want to print. This also allows other people to read and understand the meaning properly if everything is in the standard format. For using the formula write down the formula word after = sign and you will get all the related formula’s list.

1. **List excel function and their example?**

|  |  |  |  |
| --- | --- | --- | --- |
| Function | Description | Syntax | |
| XLOOKUP | Replaces VLOOKUP, HLOOKUP, INDEX/MATCH | | XLOOKUP(lookup\_value,lookup\_array,return\_array,[match\_mode],[search\_mode]) |
| AND | Whether all conditions met. TRUE/FALSE | | =AND(logical1,logical2) |
| IF | If condition is met, do something, if not, do something else. | | =IF(logical\_test,value\_if\_true,value\_if\_false) |
| NOT | Changes TRUE to FALSE and FALSE to TRUE. | | =NOT(logical) |
| DATE | Returns a date from year, month, and day**.** | | =DATE(year,month,day) |
| VLOOKUP | Lookup a value in the first column and return a value. | | =VLOOKUP(lookup\_value,table\_array,col\_index\_num,range\_lookup) |

1. **Perform data analysis using excel. List various function available to perform data analysis in excel?**

[Sort](https://www.excel-easy.com/data-analysis/sort.html): You can sort your Excel data on one column or multiple columns. You can sort in ascending or descending order.

[Filter](https://www.excel-easy.com/data-analysis/filter.html): Filter your Excel data if you only want to display records that meet certain criteria.

[Conditional Formatting](https://www.excel-easy.com/data-analysis/conditional-formatting.html): Conditional formatting in Excel enables you to highlight cells with a certain color, depending on the cell's value.

[Charts](https://www.excel-easy.com/data-analysis/charts.html): A simple Excel chart can say more than a sheet full of numbers. As you'll see, creating charts is very easy.

[Pivot Tables](https://www.excel-easy.com/data-analysis/pivot-tables.html): Pivot tables are one of Excel's most powerful features. A pivot table allows you to extract the significance from a large, detailed data set.

[Tables](https://www.excel-easy.com/data-analysis/tables.html): Master Excel tables and analyze your data quickly and easily.

[What-If Analysis](https://www.excel-easy.com/data-analysis/what-if-analysis.html): What-If Analysis in Excel allows you to try out different values (scenarios) for formulas.

1. **How to add annotations to a cell in excel?**

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. Type your annotation text. Click outside the cell.