**Excel Assignment 2**

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

a) It is a type of formatting you can apply to enlarge the worksheet area.

b) It is a file type that you save a workbook as.

c) It is a series of instructions contained in one command that you can use to automate complex and/or repetitive tasks.

d) It is a recording function that allows you to save worksheets, audio recordings and videos that are displayed on the screen.

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.**

SUM

COUNT

COUNTA

COUNTBLANK

AVERAGE

MIN Excel

MAX Excel

LEN Excel

TRIM Excel

IF Excel

1. **List down excel functions and their examples.**

1. IF

The IF function is extremely useful. This function means we can automate decision making in our spreadsheets.

=IF(logical test, value if true, value if false)

2. SUMIFS

SUMIFS is one of the most useful Excel functions. It sums values that meet specified criteria.

=SUMIFS(sum range, criteria range 1, criteria 1, …)

3. COUNTIFS - mention averageifs, maxifs

The COUNTIFS function is another mega function for Excel data analysis.

=COUNTIFS(criteria range 1, criteria 1, …)

5. CONCATENATE

The CONCATENATE function combines the values from multiple cells into one.

=CONCATENATE(text1, text2, text3, …)

LEFT/RIGHT

The LEFT and RIGHT functions will do the opposing action of CONCATENATE. They will extract a specified number of characters from the start and end of text.

=LEFT(text, num chars)

=RIGHT(text, num chars)

8. IFERROR

Sometimes errors happen that may be innocent and sometimes these errors may be things you can predict. The VLOOKUP function from before is a typical example of this.

=IFERROR(VLOOKUP(B2,$G$2:$H$12,2,FALSE),"Name not found. Check both lists")

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.