**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.

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.

* The SUM Function.
* The TEXT Function.
* The VLOOKUP Function.
* The AVERAGE Function.
* The CONCATENATE Function.

1. List down excel functions and their examples.

* IF

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

* SUMIFS

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

* COUNTIFS

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

* TRIM - **remove all spaces from a cell**
* CONCATENATE -  **combines the values from multiple cells** into one.
* VLOOKUP - **look for a value in a table and return information** from another column relating to that value.

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

**Right-click the cell and then click Insert Comment (or press Shift+F2)**.