**Excel Assignment 2**

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

A. 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.

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 Excel PRODUCT function returns the product of numbers provided as arguments. The PRODUCT function is helpful when multiplying many cells together. The formula =PRODUCT(A1:A3) is the same as =A1\*A2\*A3

2.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.

* Bold the text of the column header.
* Make the font size larger.
* Adjust the column width using the shortcut key (**Alt**+**H**+**O**+**I**) after selecting the whole table (**Ctrl**+**A**).
* Align the data in the center.
* Apply the outline border by using (**Alt+H**+**B**+**T**)
* Apply background color using the **“Fill Color”**command available in the **“Font”**group on the **“Home”**tab
* To make the text **bold**: Ctrl+B or Ctrl+2
* To make the text *italic*: Ctrl+I or Ctrl+3
* To make the text underline: Ctrl+U or Ctrl+4
* To make the font size of the text larger: Alt+H, FG
* To make the font size of the text smaller: Alt+H, FK
* To open the ”Font” dialog box: Alt+H,FN
* To open the ”Alignment” dialog box: Alt+H, FA
* To center align cell contents: Alt+H, A, then C
* To add borders: Alt+H, B
* To open the ”Format Cells” dialog box: Ctrl+1
* To apply or remove strikethrough data formatting Excel: Ctrl+5
* To apply an outline border to the selected cells: Ctrl+Shift+Ampersand(&)
* To apply the “Percentage” format with no decimal places: Ctrl+Shift+Percent (%)
* To add a non-adjacent cell or range to a selection of cells using the arrow keys: Shift+F8

3.Perform data analysis using Excel. List various functions available to perform data analysis in excel.

A.Simply **select a cell in a data range > select the Analyze Data button on the Home tab**. Analyze Data in Excel will analyze your data, and return interesting visuals about it in a task pane.

Sorting:

## Sorting data is a very critical and vital part of Data Analysis. You can sort your Excel data by multiple columns or even a single column. The sorting is done in ascending or descending order as well.**Filtering**

We use filtering when we want to get the data that will match the specific conditions.

* Click on any single-cell inside your data.
* Go to Data Tab > Sort and Filter > Filter
* You will notice the arrowheads have appeared in the columns.

## **Filtering**

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Countif:

* Countif is a very commonly used excel function used for counting cells in a range that satisfy a single condition.
* Syntax:
* =COUNTIF (range, criteria)

Sumif:

* The Excel SUMIF function returns the sum of cells that meet a single condition.
* Syntax:
* =SUMIF (range, criteria, [sum\_range])
* Example:
* Let’s use the SUMIF function to calculate the cells based on numbers that meet the criteria.

4.List down excel functions and their examples.

A.

### #1 SUM in Excel

This basic Excel formula is used to get the sum of the value in one or more cells or ranges.

### #2 COUNT Excel Function

This basic Excel function counts the numeric value in one or more cells or range

### #3 COUNTA in Excel

This formula counts the value in one or more cells (This will measure the cells irrespective of the number or text value).

### #4 COUNTBLANK in Excel

This Excel basic function counts the blank value in the range. (Note: We will not consider only space in a cell a blank cell).

### #5 AVERAGE in Excel

This basic formula in Excel is used to get the value average in one or more cells or ranges.

### #6 MIN Formula in Excel

This Excel basic function is used to get the minimum value in cells or range.

### #7 MAX Formula in Excel

This basic Excel function is used to get the maximum value in cells or range.

### #8 LEN in Excel

This basic function of Excel is used to calculate the number of characters in a cell or text.

### #9 TRIM in Excel

This basic Excel function removes unnecessary space in a cell or text.

### 5.How to add annotations to a cell in Excel.

### A. 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.