EXCEL ASSIGNMENT 2

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

a.Macros are a set or sequence of instructions that perform as and when required by the user. Initially, a macro is to be recorded. Then the macro is being executed in order to perform a set of a predefined set of commands in Microsoft Excel. Macros save a huge amount of time in performing a set of repetitive actions.

To perform a macro, one needs to record a macro using the following steps.

Step 1: Open Excel. Then go to File tab and select options bar.

Step 2: Select customize ribbon option and make sure developer checkbox is selected.

Step 3: Select Ok . Developer menu will appear in the ribbon.

Step 4: Select Developer tab and click on record macro. It will start recording a macro. It will then record the various steps. Click on stop recording to stop recording a macro.

Step 5: A new dialog box will open. Select the name of the macro and assign a shortcut key for the macro. You can use current workbook, new workbook , or personal macro workbook to store the macro. Click Ok to continue.

2.Explain Excel formatting?

A.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.

It's easier than ever to format worksheet (or sheet) data in Excel. There are various quick and easy ways to generate professional-looking worksheets that efficiently present our data. For example, we can utilize document themes to give our Excel spreadsheets a consistent design, style to apply predetermined formats, and other manual formatting capabilities to highlight essential data.

Microsoft Excel has several features that permit users to customize the way their data is displayed. And there is a solid reason for it: formatting cells can help bring attention to essential data or show the content more properly (such as adding $ to cells which

comprise price values or configure cells that represent dates to a standard display of xx/xx/xxxx).

Excel formatting is an optional step following data preparation, or all of the data cleansing, structuring, enriching, and standardizing necessary to prepare the data for analysis.

New data rarely comes without its own unique set of issues; it is up to the analysts to analyze their data and guarantee that it is ready to meet the exact requirements of their analytical project. Splitting columns, eliminating rows with incomplete data, and standardizing against a certain name.

Once completed, Excel formatting adds the finishing touches, ensuring that the data is properly prepared and presented.

Good formatting will improve our data in various ways:

- **With the help of the formatting, we can present our data correctly; for example, formatting as dates or currency will provide more value to our data.**

- **Merging and aligning our data is a vital aspect of making our data more readable.**

- **Formatting our text by increasing the Size, bolding, adding italics, or changing the fonts will improve the overall appearance of our worksheet.**

- **Using styles (like table styles) can make our data stand out and helps the reader to focus on crucial portions of the worksheet.**

- **Conditional formatting is a useful tool for highlighting crucial portions of our worksheet graphically or visibly. These are dynamic tools. The Highlighted region changes as our data changes.**

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

A.Microsoft Excel is one of the most popular applications for data analysis. Equipped with built-in pivot tables, they are without a doubt the most sought-after analytic tool available. It is an all-in-one data management software that allows you to easily import, explore, clean, analyze, and visualize your data. In this article, we will discuss the various methods of data analysis in Excel.

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.
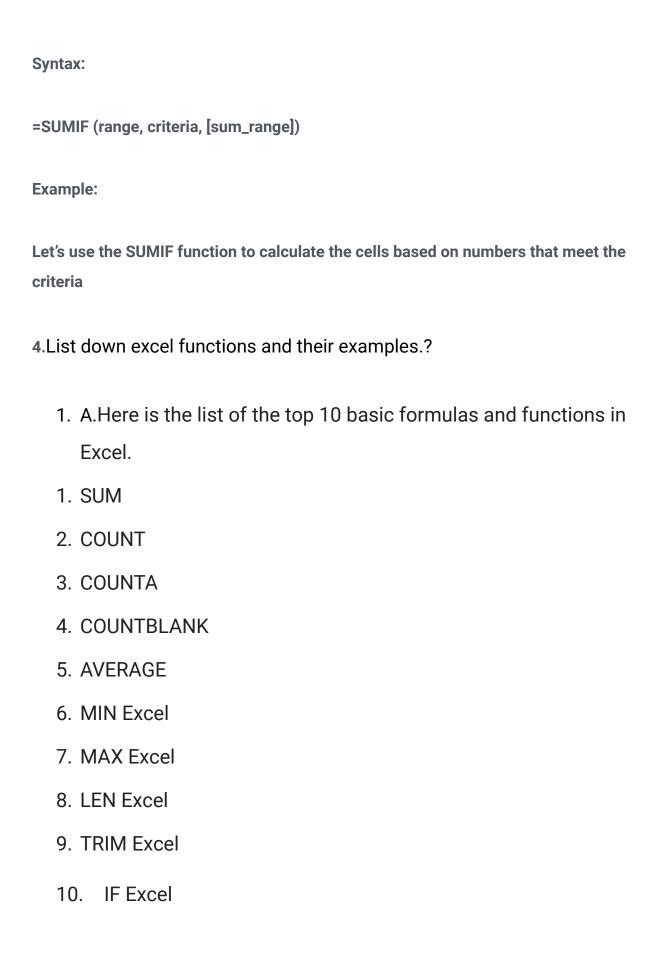
FILTERING

- 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.

COUNTIF is a very commonly used Excel function used for counting cells in a range that satisfy a single condition.

Syntax:

=COUNTIF (range, criteria)

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.?

1. A.Here is the list of the top 10 basic formulas and functions in Excel.
1. SUM
2. COUNT
3. COUNTA
4. COUNTBLANK
5. AVERAGE
6. MIN Excel
7. MAX Excel
8. LEN Excel
9. TRIM Excel
10.   IF Excel

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

A.