Excel Assignment 2

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

   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.

Before you record a macro

Macros and VBA tools can be found on the **Developer** tab, which is hidden by default, so the first step is to enable it. For more information, see Show the Developer tab.

Record a macro

1. In the **Code** group on the **Developer** tab, click **Record Macro**.
2. Optionally, enter a name for the macro in the **Macro name** box, enter a shortcut key in the **Shortcut key** box, and a description in the **Description** box, and then click **OK** to start recording.
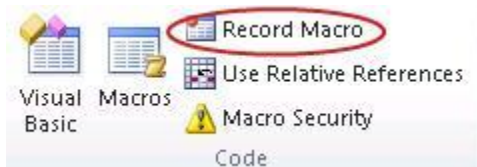
3. Perform the actions you want to automate, such as entering boilerplate text or filling down a column of data.
4. On the **Developer** tab, click **Stop Recording**.

2. Explain Excel formatting.

Change font style, size, color, or apply effect
Change the text alignment
Clear formatting

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

4.   List down excel functions and their examples.

https://www.automateexcel.com/functions/

5.   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.