

Excel Assignment 2

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

ANS:

* 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.

* **Right-click the control, and then click Assign Macro**. The Assign Macros dialog box appears. To specify the location of an existing macro, select where the macro is located in the Macros in box by doing one of the following: To search for the macro in any workbook that is open, select All Open Workbooks.

2.Explain Excel formatting?

ANS:

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.

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

ANS:

* Click the File tab, click Options, and then click the Add-Ins category. In the Manage box, select Excel Add-ins and then click Go. If you're using Excel for Mac, in the file menu go to Tools > Excel Add-ins. In the Add-Ins box, check the **Analysis ToolPak check** box, and then click OK.

CONCATENATE

LENGTH

COUNTA

DAYS/NETWORKDAYS. ...

SUMIFS. ...
AVERAGEIFS. ...
VLOOKUP. ...
FIND/SEARCH.
HLOOKUP

4. List down excel functions and their examples?

ANS:

SUM - Adds all the values in a range of cells

MIN - Finds the minimum value in a range of cells

MAX - Finds the maximum value in a range of cells

AVERAGE - Calculates the average value in a range of cells

COUNT - Counts the number of cells in a range of cells

LEN - Returns the number of characters in a string text

SUMIF - Adds all the values in a range of cells that meet a specified criteria.

AVERAGEIF - Calculates the average value in a range of cells that meet the specified criteria.

DAYS - Returns the number of days between two dates

NOW - Returns the current system date and time

5. How to add annotations to a cell in Excel

ANS:

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.