

Q. Write short notes on following:-

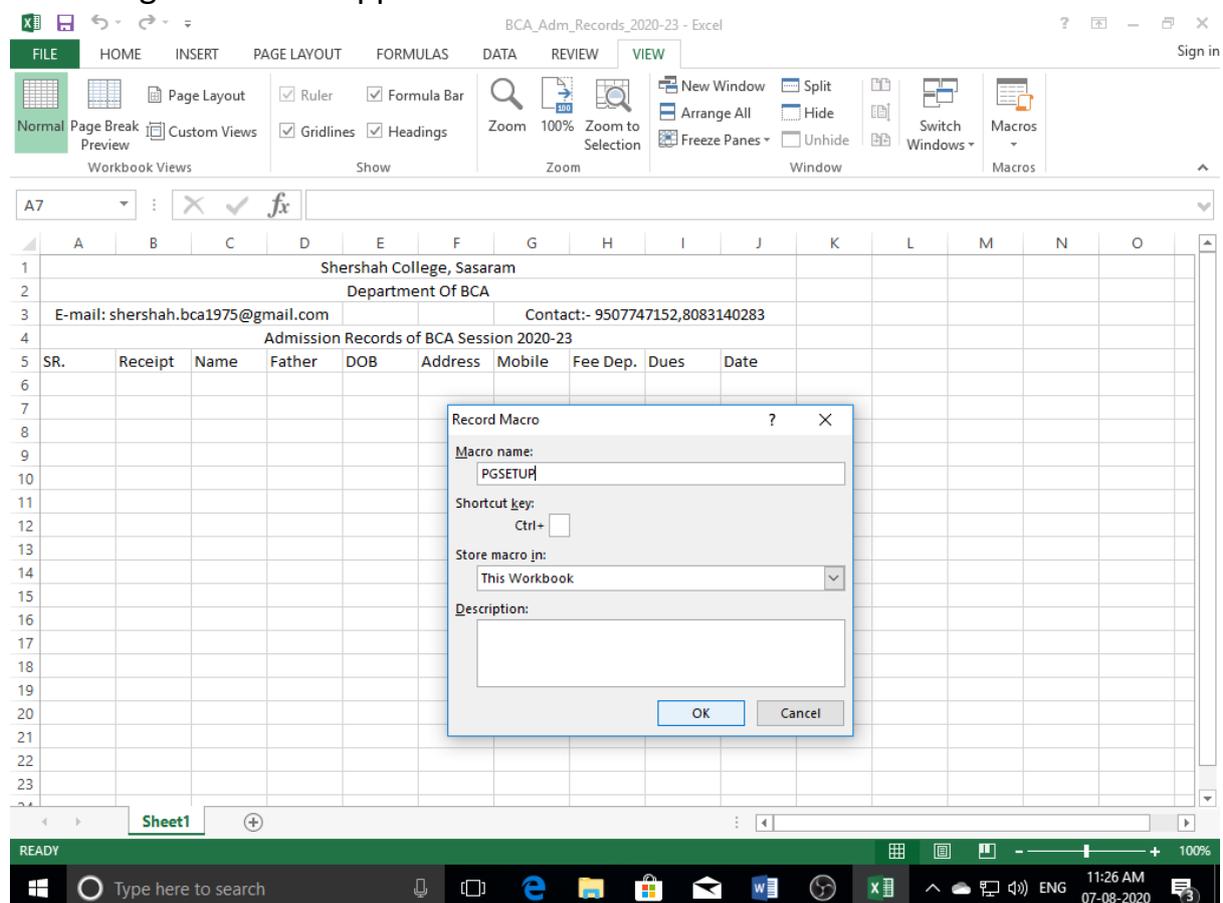
(a) Macros (b) Chart (c) Pivot Table

Ans:-(a) Macro:- It is utility command of Word and Excel both to record any activities to save our time which are performed generally by us. Macro can be given a name. Macro can also be given any shortcut key also to run or execute faster.

Step:- Open a Excel Worksheet

Click on View Tab >> Click On Macro >> Record New Macro.

Following Screen will appear:-



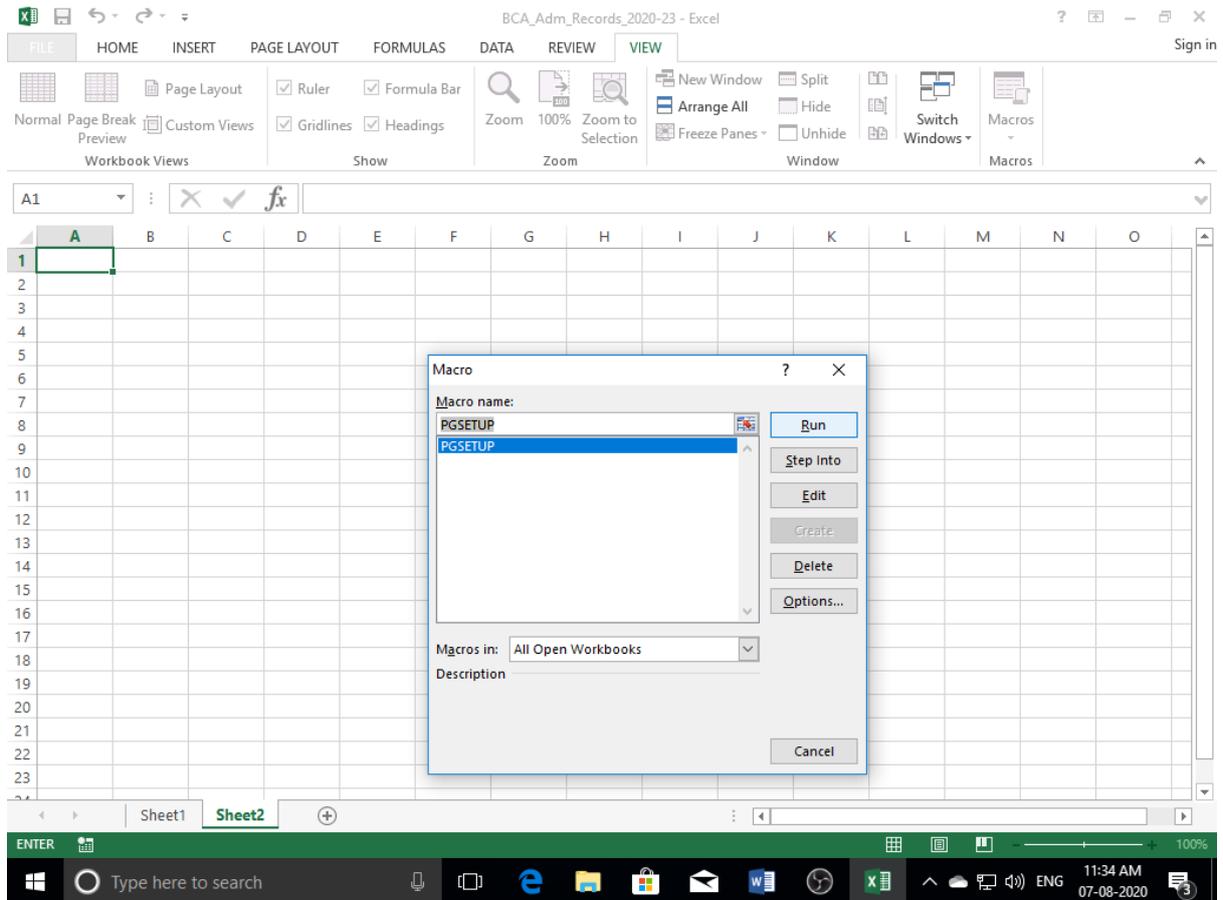
Specify a Name and Click OK

Perform your commands to be recorder such as Page Setup, Header Footer, Margins Setup, Page Size etc.

After Performing the Tasks Click on Stop Recording From View Tab >> Macros >> Stop Recording.

To Run the Pre recorder macro just you need to open the Workbook, Click on View Tab >> Macros >> Run Macro

Collected by Raju Ranjan Sinha



After Clicking Run Button all commands performed earlier in the recording will be applied to this new Sheet.

This can save our time and effort.

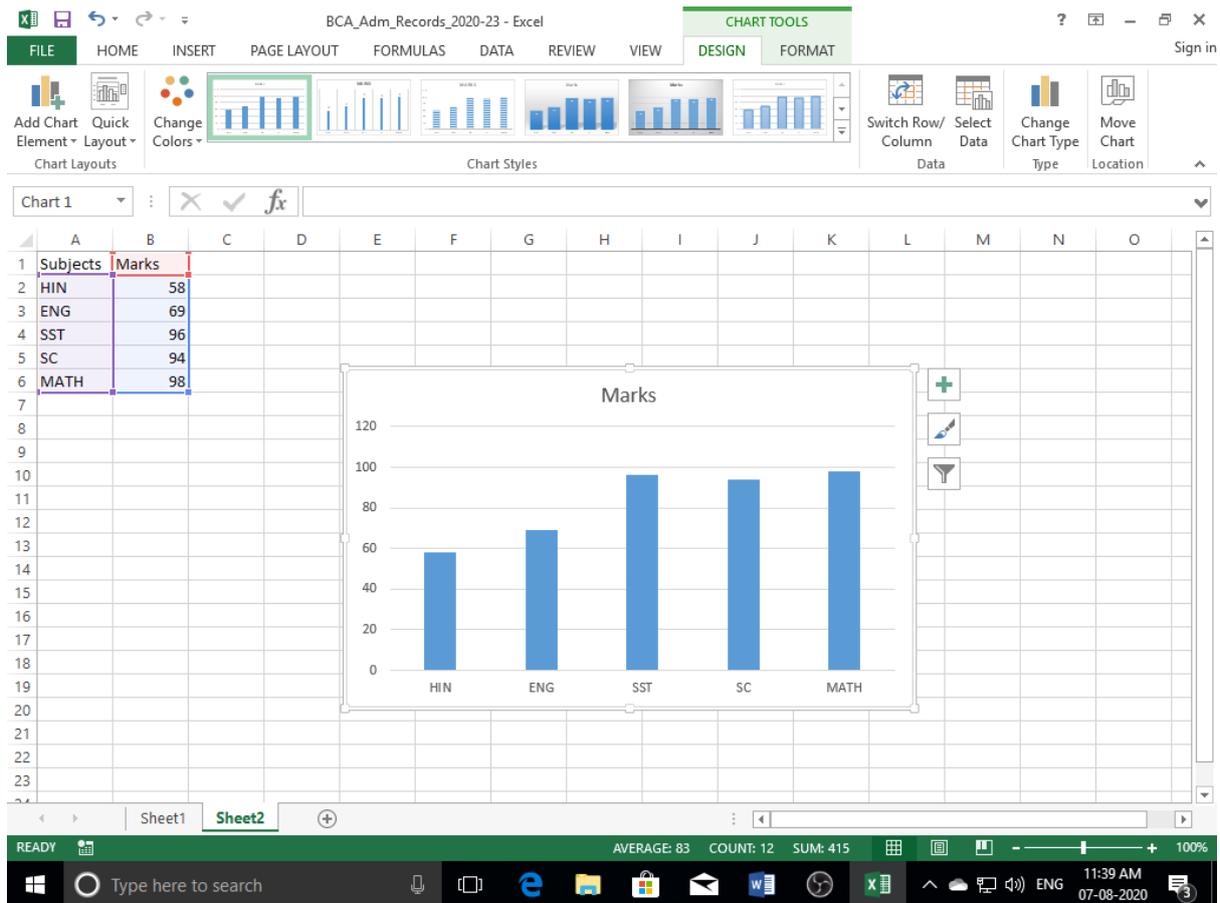
(b) Chart:-

Chart is a graphical representation of a data. It can be more understandable for analysis of a report.

Such as suppose we have a data of subject wise marks of a particular student:

Subjects	Marks
HIN	58
ENG	69
SST	96
SC	94
MATH	98

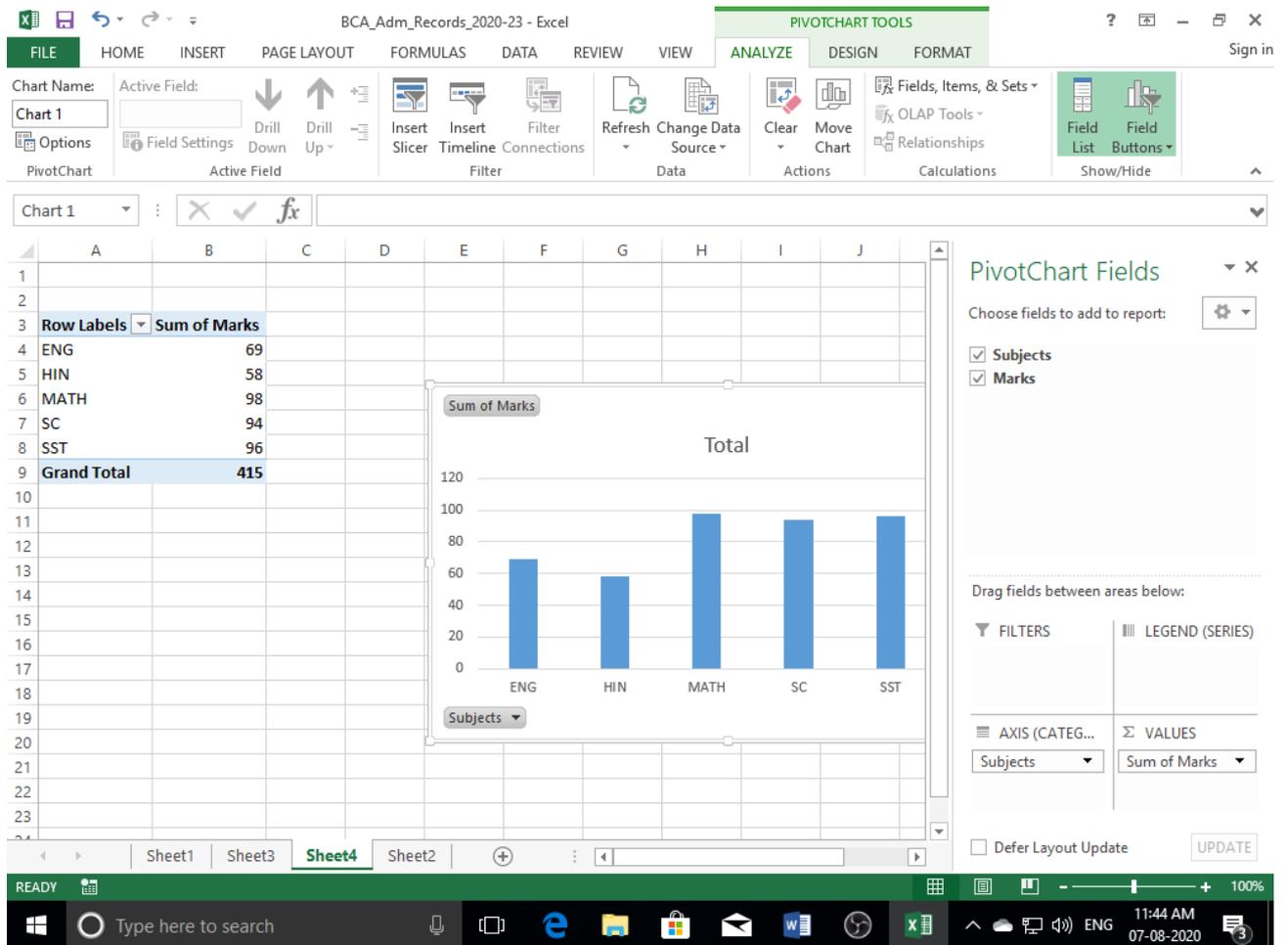
In Chart it can be represented in Excel as:



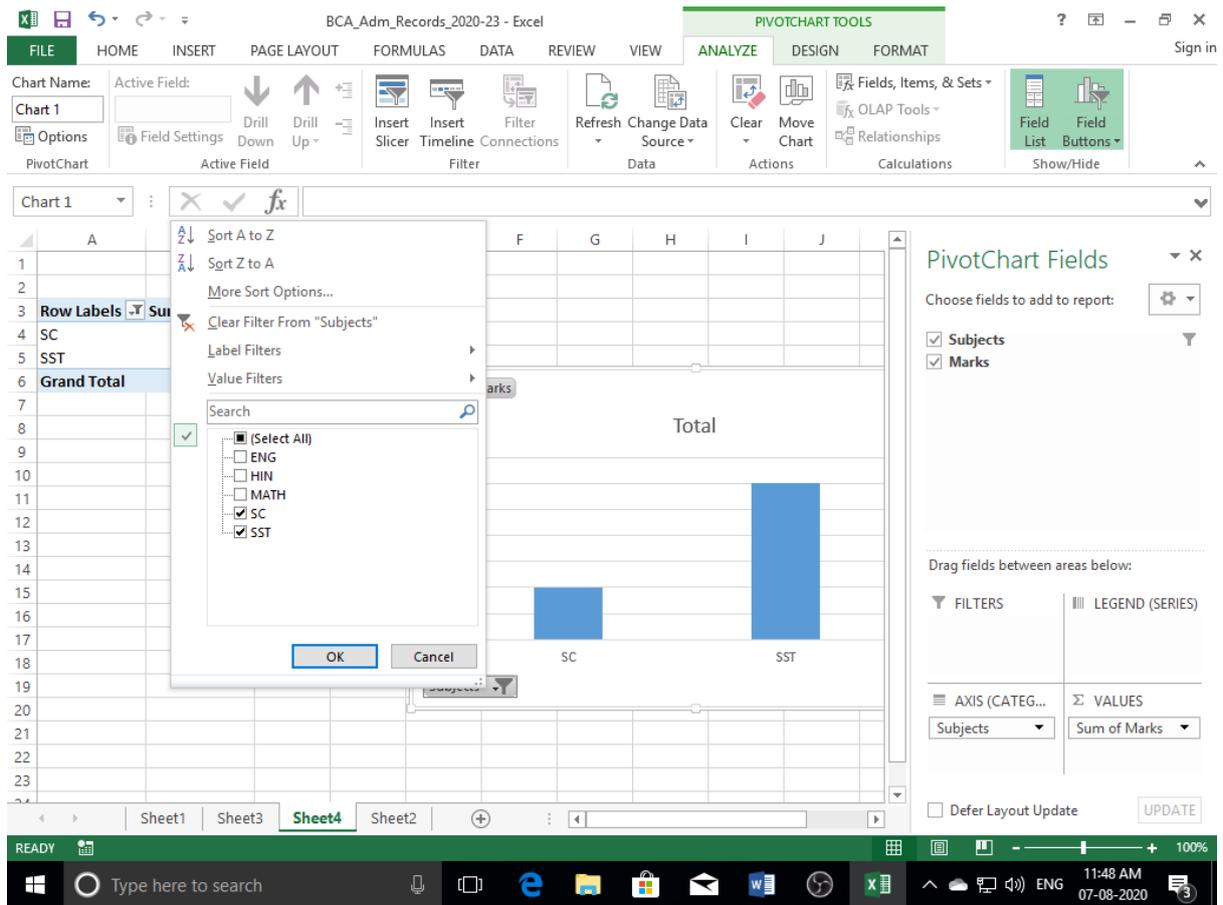
Now it is clear that which subject is poor and which is strong.

(c) Pivot Table:- It is also an automated Chart and Table report to analyse certain parts of a big budget type data in which large numbers of fields are involved.

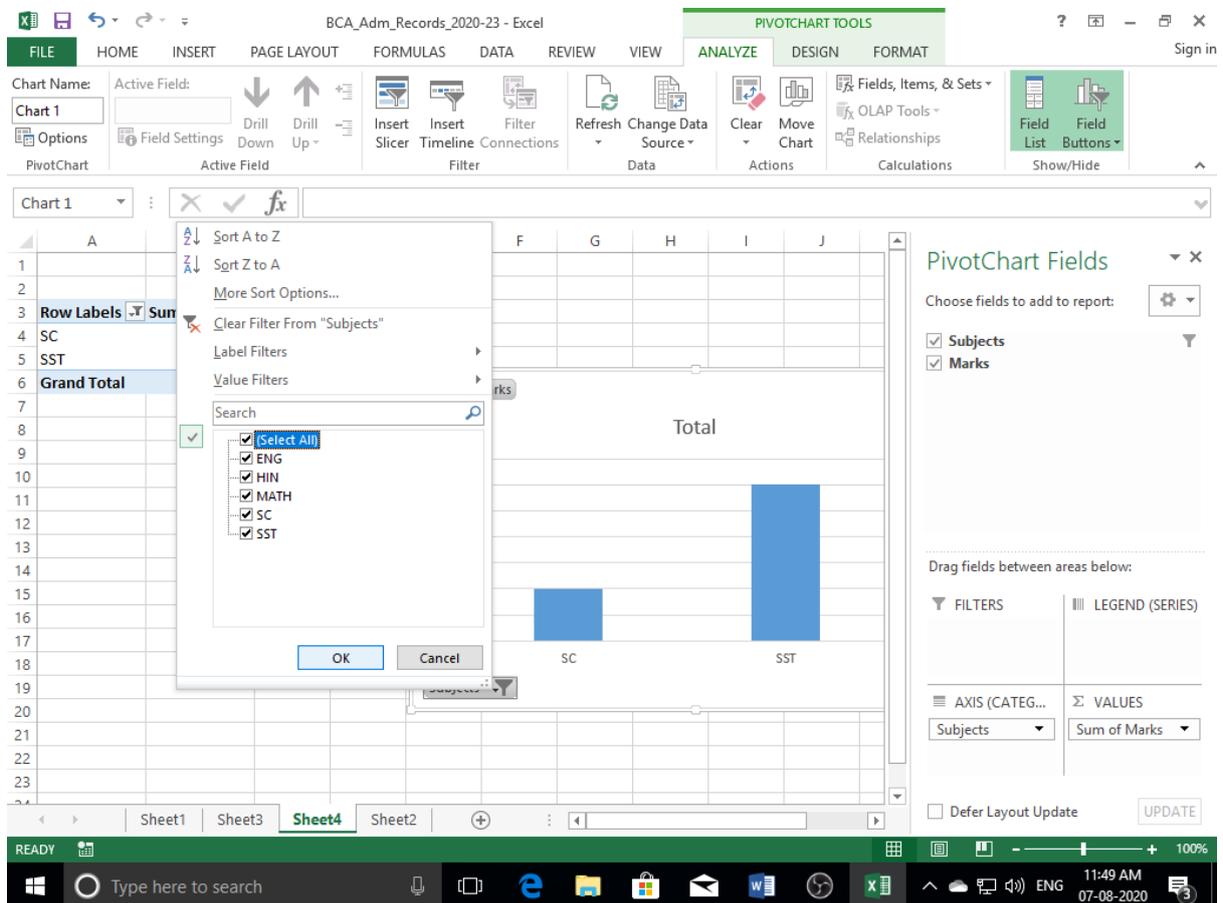
It looks like following:-

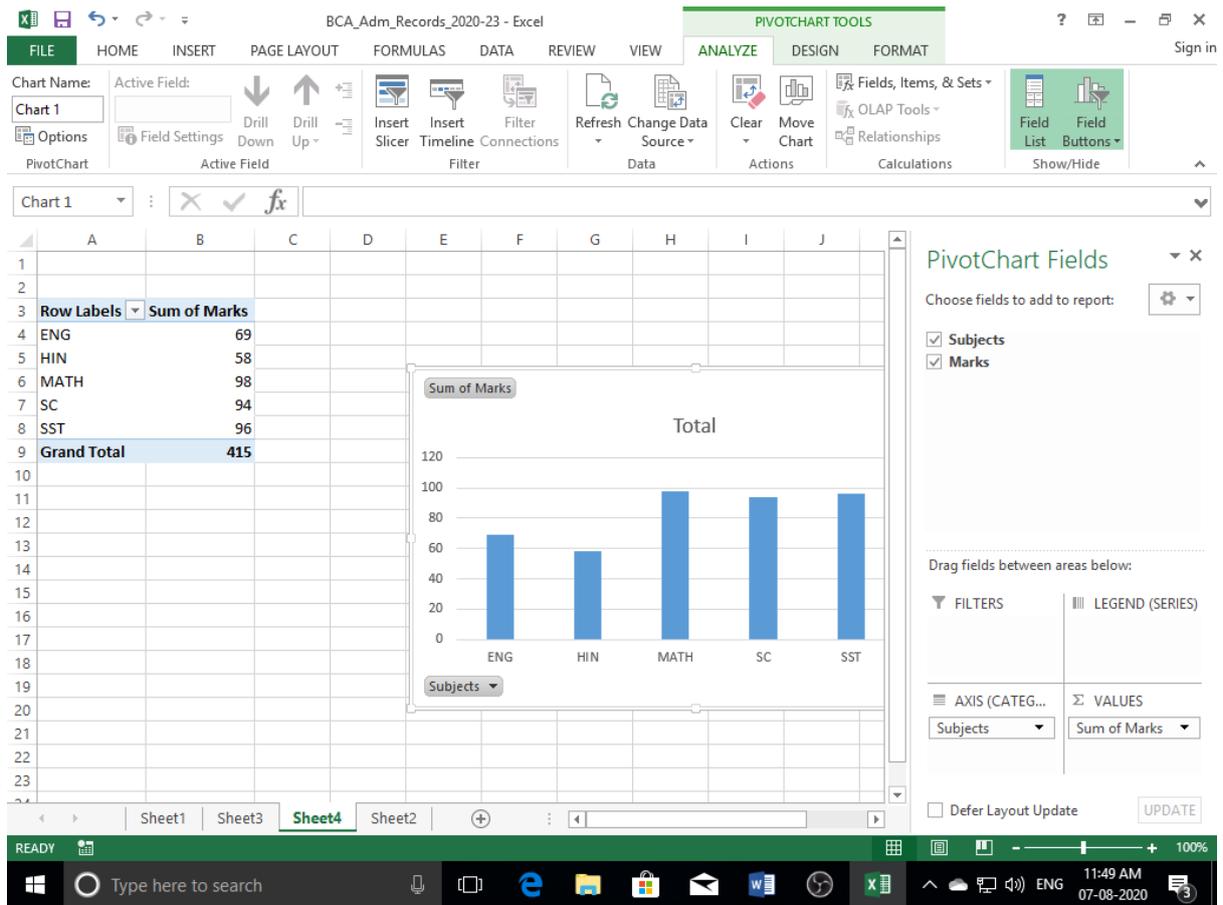


The difference from chart is that dynamically update is possible between Data and Fields.



We can dynamically compare between datas:-





Hence it can be useful data analysis tool.