**Advance Excel Assignment 6**

1. What are the various elements of the Excel interface? Describe how they're used.

Ans. The various elements of Excel Interface are:-

* **Ribbon Tabs** - Ribbon Tab is a tab that organizes commands by topic
* **Dialog Box Launcher** - Opens a dialog box that includes additional commands
* **Quick Access Toolbar** - One click access to any frequently used command
* **Name Box** - Displays cell location and can be used to navigate to a cell location
* **Select All Button** - Selects all the cells in a worksheet
* **Formula Bar** - View, enter, or edit cell contents
* **Insert Function Button** - Displays Insert Function dialog box
* **Scroll Bars** - Used to navigate up, down, left & right
* **Zoom Slider** - Zoom into an area of the worksheet
* **View Buttons** - Switch between Normal, Page Layout and Page Break Preview view
* **Worksheet tabs** - Tabs used to select individual worksheets
* **The Workspace** - The area inside of the columns and rows used in Excel
* **Columns** - Columns use letters
* **Rows** - Rows use numbers

1. Write down the various applications of Excel in the industry.

Ans. Applications of excel in the industry.

● **Data Entry and Storage**: - If there is a need for data entry and data storage software, Excel is best for organizing and storing the data in tabular format.

● **Performing Calculations**: - Excel has a large number of built-in functions and formulas that can be used to execute specific tasks on data. Excel has about 450 features that are organized into different categories. Mathematical, statistical, logical, string, and Date Time are some of the most popular functions.

**● Data Analysis and Interpretation**: - Excel has many features for data analysis that can directly assist any organization in making decisions and gaining meaningful insights from data. We may utilize built-in methods to calculate data and transform it into a pivot table that focuses on the most important parts of enormous datasets.

● **Reporting and Visualization**: - In excel displaying the data in the form of charts, graphs, or other visualizations, the analysis is incomplete. These can make the analysis report more attractive and useful. You can also use Excel to create a dashboard with all of these charts.

● **Finance and Accounting**: - Account manager's responsibilities include keeping track of customer's or employee’s records, and they use Excel for this. You can also create charts and graphs from the spreadsheet data, creating a user experience and different views of the same data. Budget plans, forecasts, expense tracking, financial reports, loan calculators, and more.

● **Human Resource Planning**: - HRM’s key goal is to maximize productivity while maintaining within budget and benefiting the firm as a whole. Employee compensation, staffing, and work plans are some of the subcategories of HRM.

● **Marketing and Project Management**: - While marketing and product managers rely on their finance departments to do the hard work when it comes to financial research, using spreadsheets to track customer and sales targets can help you manage your salesforce and plan future marketing strategies based on past performance.

1. On the ribbon, make a new tab, add some different groups, insert commands in the groups and name them according to their commands added. Copy and paste the screenshot of the steps you followed.

Ans.

1. Make a list of different shortcut keys that are only connected to formatting with their functions.

Ans. **CONTROL + B**: Applies bold font formatting to headers

**ALT + H + B + A**: Applies borders to the cells

**ALT + H + B + T**: Gives an outline border to the dataset

**ALT + H + O + W**: Auto fits column widths

**CONTROL + 1:** Opens Format Cells dialog box

1. What distinguishes Excel from other analytical tools?

Ans. Excel is differ from other analytical tools because.

* It’s easy to get started with Excel.
* The learning resources are very rich.
* We can do a lot of things with Excel: modeling, visualization, reports, dynamic charts, etc.
* It can help us to understand the meaning of many operations before further learning other tools (such as Python and R).
* It provides different color shades, font types to format the spreadsheet and differentiate between rows and columns.
* It is good to present useful presenting information such as balance, tax profit etc.
* There is a quick analysis button to choose the appropriate coloring scheme.

1. Create a table and add a custom header and footer to your table.

Ans. Follow below steps to add Header & Footer in Excel.

* Click the Insert tab.
* Click the Text Button.
* Select Header & Footer.
* Click in the Header section where you want to add text.
* Enter your Header text and choose custom Header option.
* To view the Footer.
* Click on go to Footer button.
* Click in the footer section where to add text.
* Enter your text and choose custom footer option.

