

Excel Assignment - 6

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

Interface Element	Description
Ribbon Tabs	Ribbon Tab is a tab that organizes commands by topic
The Ribbon	Commands underneath the Tabs
Ribbon Groups	Grouping of related commands
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 views
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

Ribbon Overview

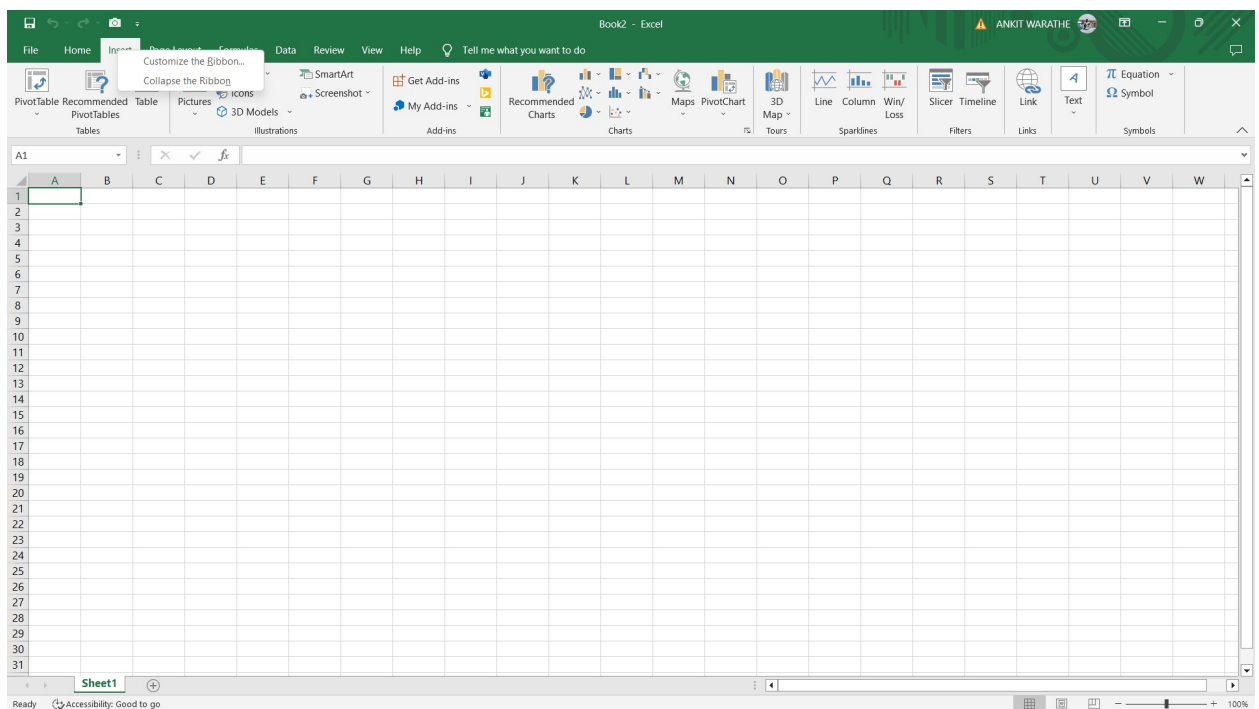
- Home - Most commonly used buttons and includes common functions, sorting, etc.
- Insert - For inserting Tables, Illustrations, Charts, Links and Text Objects
- Page Layout - For Themes, Page Setup, Scaling, Sheet Options and Arrangement of drawing objects
- Formulas - For inserting Functions, Range Names, Formula Auditing, and Calculations Options
- Data - For Database Options (Filter/Sort, Data Tools, and Outlining)
- Review - For Proofing, Comments, Protection, and Track Changes
- View - For Workbook Views, Show/Hide, Zoom, Window options, and Macros

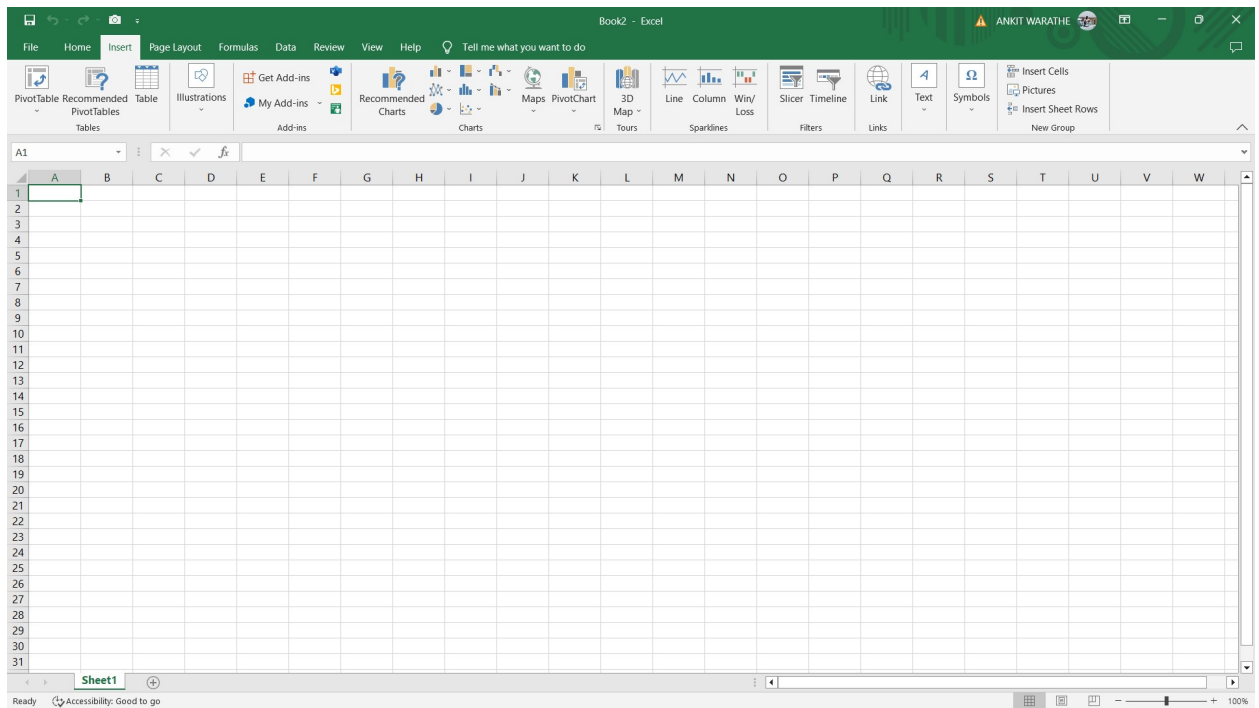
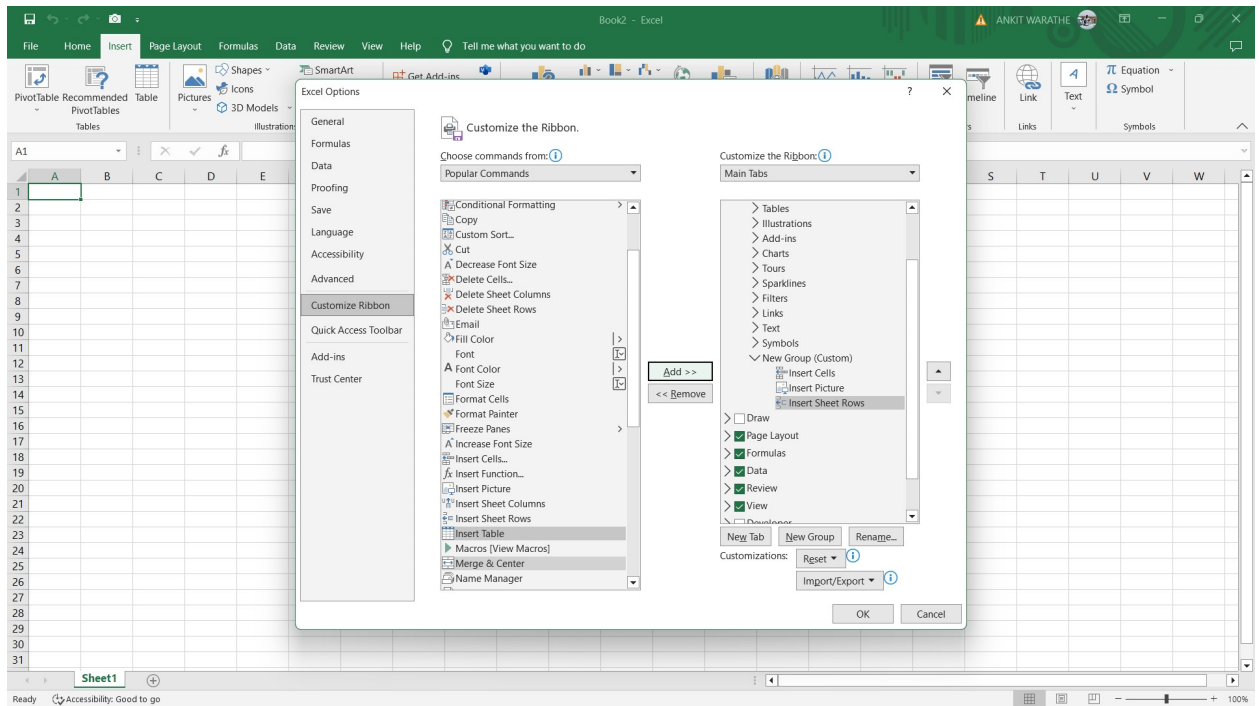
2. Write down the various applications of Excel in the industry.

- Data Entry and Storage
- Performing Calculations
- Data Analysis and Interpretation
- Reporting and Visualizations
- Accounting and Budgeting
- Collection and Verification of Business Data

- Calendars and Schedules
- Administrative and Managerial Duties
- Forecasting
- Automating Repetitive Tasks

3. 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.





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

- 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: [Autofits](#) column widths
- CONTROL + 1: Opens Format Cells dialog box

5. What distinguishes Excel from other analytical tools?

Parameters	Excel	Tableau
Definition	It is a spreadsheet application used to organize and format the data.	It is a visualization tool used for detailed analysis.
Usage	Suitable for storing data and statistical analysis.	Perfect for the quick and easy representation of data.
Security	The inbuilt security features are weak as compared to the tableau.	Several options to secure the data without scripting.
User Interface	To unleash the full potential of Excel, knowledge of VBA and basic scripting is required.	We can use tableau with no prior knowledge of coding.

Business Purpose	Quick on-off reports.	Best while working with big data.
Integration	Excel integrates with around 60 applications.	Tableau integrates with around 250 applications.

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

- Go to Insert > Header or Footer.
- Choose the header style you want to use.
Tip: Some built-in header and footer designs include page numbers.
- Add or change text for the header or footer. For more info on things you can do with headers, see [Edit your existing headers and footers](#). To edit a header or footer that's been already created, double-click on it.
- To eliminate a header--like deleting it on the title page--select it and then check the Different First Page box.
- Select Close Header and Footer or press Esc to exit.