**Excel Assignment – 6**

**1. What are the various elements of the Excel interface? Describe how**

**they're used.**

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

**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.**

**5. What distinguishes Excel from other analytical tools?**

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

**QUESTONS**

**ANSWERS**

1. **The various elements of the Excel interface include the ribbon, the Quick Access Toolbar, the Formula Bar, the Name Box, the Workbook Window, and the Status Bar. The ribbon is a collection of tabs that contain different groups of commands for formatting and editing data. The Quick Access Toolbar provides easy access to frequently used commands. The Formula Bar displays the contents of the active cell or formula. The Name Box displays the cell address or range name of the active cell. The Workbook Window displays the current workbook and allows users to navigate between worksheets. The Status Bar displays information about the current selection, such as the sum or average of selected cells. These elements are used to navigate and manipulate data in Excel. [2]**
2. **Excel has various applications in industries such as finance, accounting, marketing, human resources, and operations management. It is used for financial modeling, budgeting, forecasting, data analysis, and reporting. It is also used for project management, inventory management, and customer relationship management. Excel is a versatile tool that can be customized to fit the specific needs of different industries. [2]**
3. **To make a new tab on the ribbon in Excel, right-click on any tab and select "Customize the Ribbon." Click on "New Tab" and rename it according to your desired command. Add different groups by clicking on "New Group" and inserting commands by selecting them from the left panel and clicking on "Add." Name the groups according to their commands. The screenshot of the steps is as follows:**

**[Insert screenshot here]**

1. **Some shortcut keys that are only connected to formatting with their functions include Ctrl+B for bold, Ctrl+I for italic, Ctrl+U for underline, Ctrl+Shift+& for applying outline border, Ctrl+Shift+\_ for removing outline border, Ctrl+Shift+$ for applying currency format, Ctrl+Shift+# for applying date format, and Ctrl+Shift+@ for applying time format. [1]**
2. **Excel distinguishes itself from other analytical tools by providing a user-friendly and intuitive interface that allows users to perform complex calculations and data analysis with ease. Excel has a vast array of built-in functions and formulas that make it easy to analyze data and create charts and graphs. It also has powerful data visualization tools that allow users to present data in a visually appealing way. [3]**
3. **To create a table in Excel, select the data range and click on "Insert Table." To add a custom header and footer, click on "Insert Header & Footer" and add the desired text. The custom header and footer will be added to the table. [2]**