**Excel Assignment - 6**

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

Answer: Various elements of excel interface are mentioned below:

* Ribbons Tab: It helps organising commands by topic.
* Ribbon: It contains commands that are available for use in excel. It contains multiple tabs like FILE, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, VIEW, ADD-IN, HELP.
* Ribbon Groups: It has groups of related commands.
* Dialog Box Launcher: It opens the dialog box that includes additional commands.
* Name Box: It displays cells cell location and can be used to navigate to a cell location.
* Select All Button: It selects all cells in sheet.
* Formulas Bar: It views, enters, edits cell contents.
* Insert Function Button: It displays insert function dialog box.
* Scroll Bars: It is used to navigate up, down, left and right.
* Zoom Sliders: It zooms into an area of the worksheet.
* Worksheet Tabs: These tabs are used to select individual sheets.
* Workspace: This is the area inside of columns and rows used in excel.

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

Answer: There are various applications of excel in industry which are mentioned below:

* Business Analysis: With use of excel, we can improve the performance in business through analysis by using collected data to get meaningful insights which assists in decision making.
* People Management: A wide use of excel is to manage the people for eg: employees, customers, students. We can store the data of people and also retrieve it efficiently.
* Performance Reporting: With help of Pivot tables in excel, we can do many analyses based on performance. For example: revenue report of last 3 years, Profit and loss from list of products.
* Office Administration: Office administrators use excel to enter and store administrative data which supports day to day tasks like invoicing, paying bills, contacting clients and suppliers.
* Project Management: Projects are business activities that typically have a budget and start and end dates. Project plans can be placed into a workbook, which can then be used to track progress and keep the project on schedule. In an Excel sheet, you can create a Gantt chart to map out tasks in terms of durations and key dates.

An advantage of using Excel is that you can easily share the project workbook to others, including to people who are unfamiliar with, or lack access to, custom PM software.

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.

Answer: I have followed the steps below to create custom tab called Aman’s Tab with 2 groups.

Firstly, Under options, I created new tab called Aman’s Tab under customize Ribbon. Then created two groups and renamed them Group 1 and Group 2. After that, I added two commands in each groups. I added Freeze panes and conditional formatting in group 1 and Fill colours and Borders in group 2 and click on ok. The custom tab started visible next to home tab with its custom groups. Please check the following screenshots.

A screenshot of a computer

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

Answer:

* Italic text: Ctrl+I
* Bold text:Ctrl+B
* Underline text: Ctrl+U
* Centre the text: Ctrl+E
* Align the text to the left: Ctrl+L
* Align the text to right: Ctrl+R
* Autofit column width: ALT+H+O+W
* Applying outline border to selected range:ALT+H+B+T
* Opening format cells dialog box: Ctrl+1

1. What distinguishes Excel from other analytical tools?

Answer: Excel spreadsheet displays financial information in an organized manner. The information could be related to the sales, management department, HR or the marketing. Most of the businesses are dependent on IT sector and therefore excel is a vital tool to run a business. Excel provides lots of features.

* It builds the charts.
* It makes use of conditional formatting.
* It helps to organize the data
* It identifies trends
* It provides online access

Excel uses range of formulas to unlock the potential of data. You must insert data in individual cells of columns and rows. In this way, data will be filtered and sorted and hence displayed in a presentable manner. Different types of charts like clustered columns, graphs and pie chart provide great visual presentation. It provides different colour 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 colouring scheme.  
  
You could combine the information from different files and documents to Excel. In this way, they will exist in a single location. Besides the regular information and raw data from spreadsheets, it is easy to import the images too. You just need to use the insert tab to add multiple objects to the spreadsheet.

It offers great online access. The employees as well as the business leaders can have access to this useful program from different location and from various devices. All they need is a web- enabled computer or laptop devices. There are many other extraordinary features of Microsoft excel.

The worst thing about expensive applications is they do not deliver results at times. If you are a start-up or a small business owner you might find it difficult to manage new software. In case you are stuck using the modified PDF converter, clear instructions are mentioned on the tab. Hence, even if you are not well versed in the technology, you can still use this application.

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

Answer:

Please check the following screenshot where I have added header named Student Mark Sheet and ineuron logo. Also, I have added the footer with current time and date and page no.

A screenshot of a computer

Description automatically generated with low confidence