**Excel Assignment 5**

1. What is a ribbon in Excel?
2. What is the order of operations used for evaluating formulas in excel?
3. Reverse the string in the excel column and check whether the string is palindrome or not in the next column for each value.

|  |  |  |
| --- | --- | --- |
| **Word** | **Reverse Word** | **Is Palindrome** |
| EYE | EYE | TRUE |
| EAR | RAE | FALSE |

1. Is it possible to protect value from being copied from the cell? If yes, then how to implement it.
2. What is the use of Name Box in MS-Excel?

**Question 1.**

**Ribbon** is first introduced in the excel 2007. The ribbon is the strip of buttons and icons located above the work area. Earlier there were menus and toolbars but it has been replaced by the Ribbon.

Ribbon consist of tabs labelled Home, Insert, Page layout, Formulas, Data, Review, View, and Help. When you click on

any of the tab, it displays option or set of groups, within which there are several commands.

Every tab has it own functions. For instance Home button will allow the user to edit the data written in the cells like, changing the font color, change of background, editing the numeric values, find, search, sorting , to name but a few. In this way all these buttons has its their own functioning and significance.

**Expanding and collapsing the Ribbon**

We can collapse and expand the ribbon in four different ways:

* Double-click a ribbon tab, such as **Home**, **Insert**, or **Page Layout** to display only the tabs. To expand the ribbon, double-click a tab.
* Press **CTRL+F1**on the keyboard to display only the tabs. To expand the ribbon, press **CTRL+F1**.
* Select **Ribbon Display Options** (located above the ribbon in the upper-right corner of Excel and looks like a box with an up-facing arrow) and choose **Auto-hide Ribbon**. Neither the tabs nor the commands will be visible. To expand the ribbon, select **Ribbon Display Options**, and choose **Show Tabs and Commands**.
* Select the **up arrow** located on the right side of the ribbon to collapse the ribbon and display only the tabs. To expand the ribbon, double-click a tab.

**Customize the ribbon**

Since Excel 2010, it has been possible to customize the ribbon using the Customize Ribbon option. Use this option to:

* Rename or reorder the default tabs and groups.
* Display certain tabs.
* Add or remove commands to existing tabs.
* Add custom tabs and custom groups that contain frequently used commands.

There are also command features that cannot be changed on the ribbon, specifically the default commands which appear in gray text in the Customize Ribbon window, for example:

* Names of the default commands.
* Icons associated with the default commands.
* The order of these commands on the ribbon.

**Question 2:**

When evaluating a formula, Excel follows a standard math protocol called "order of operations". In general, Excel's order of operation follows the acronym PEMDAS (Parentheses, Exponents, Multiplication, Division, Addition, Subtraction) but with some customization to handle the formula syntax in a spreadsheet.

First, any expressions in parentheses are evaluated. Parentheses essentially override the normal order of operations to ensure certain operations are performed first.

Next, Excel will resolve references. This involves replacing cell references like A1 with the value from the cell, as well as evaluating range references like A1:A5, which become arrays of values. Other range operations like union (comma) and intersection (space) also happen at this time.

Next, Excel will perform exponentiation, negation, and percent conversions (in that order), followed by multiplication and division, addition and subtraction, and concatenation. Finally, Excel will evaluate logical operators if present.

In summary, Excel solves formulas in the following order:

1. Parentheses
2. Reference operators
3. Exponents
4. Negation
5. Percent
6. Multiplication and Division
7. Addition and Subtraction
8. Concatenation
9. Logical operators

**Question 4**

Yes, it is possible to protect the cells from being copied.

Follow the steps below:

1. Select any cell except the cell you don’t want to get copied.
2. Now go to review tab and click on Protect sheet.
3. Enter the password you can remember.
4. Now, uncheck the “Select locked cells” and “select unlocked cells”. Let the rest of the options remain unchecked.
5. Click ok and retype the password which was typed earlier. Please read the information given below and then ok.

Now you can see that it is not possible to copy the cells value except the cell which is selected and being protected.

**Question 5**

Name Box is the box in which we can see the address of the active cell. For example, if it is A1 is showing in the Name box, then we can say that A is the column and 1 is the row. Apart from that there are other uses of Name Box which are mentioned below:

* We can also specify name to any cell.
* We can also specify name to ranges. Here range means selecting multiple columns at once and then name them.
* We can also specify name to the charts as well.
* We can also see all the name provided by the user to cells and ranges. Just click on drop down arrow in Name Box. Note that objects name are not given there.
* If you want to any cell value just type any cell value in name box and enter.
* To delete any name, just simply go to formula tab and click on name manager. Select the name you want to delete and click on delete option.

These are the some of the uses of Name Box in Ms Excel.