

## ASSIGNMENT – 06

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

ANS->

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 accesses 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

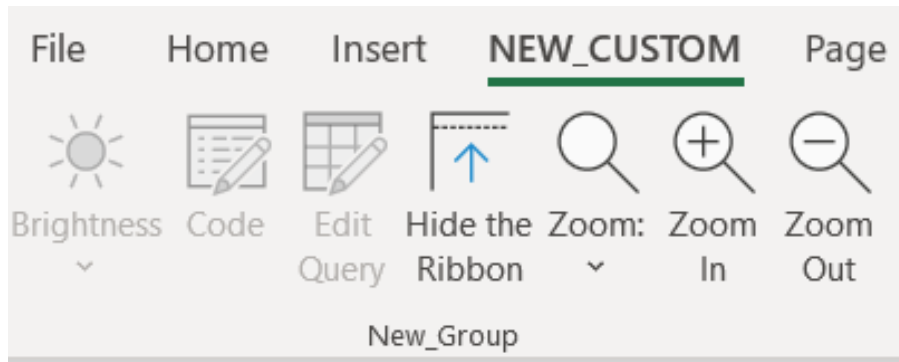
2. Write down the various applications of Excel in the industry.

ANS-> The various applications of Excel in the industry:

1. DATA ENTRY AND STORAGE
2. COLLECTION AND VERIFICATION OF BUSINESS DATA
3. ACCOUNTING AND BUDGETING
4. DATA ANALYSIS
5. FORECASTING

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.

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

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- **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?

ANS-> 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. There are many benefits of using the software application as PDF to Excel converter.

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 this 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.

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

ANS-> **HEADER**

Header

		STATUS		
ID	DESCRIPTION			
1	OUTSTANDING			
2	NEW			
3	IN PROGRESS			
4	ASSIGNED TO			
5	RESOLVED			
6	PENDING			
9	CLOSED			

**FOOTER**

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