

Excel Assignment - 6

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

Ans: The various elements of the Excel interface are as follows:

1. Quick Access Toolbar:

This toolbar is located in the upper left corner of the screen. Its objective is to show the most frequently used Excel commands. We can customize this toolbar based on our preferred commands.

2. File Tab:

Excel 2007's Office button has been replaced by the File tab. We can click it to check the backstage view, where we can open or save files, create new sheets, print sheets, and perform other file-related operations.

3. Title Bar:

The title bar of the spreadsheet is at the top of the window. It displays the active document's name.

4. Control Buttons:

Control buttons are the symbols that are present in the upper-right side of the window, enabling us to change the labels, minimize, maximize, share, and close the sheet.

5. Menu Bar:

Under the diskette or save icon or the excel icon (this will depend on the version of the program), labels or bars which enable changing the sheet which is shown. These are the menu bar and contain a File, Insert, Page Layout, Formulas, Data, Review, View, Help, and a Search Bar with a light bulb icon. These menus are divided into subcategories which simplify the distribution of information and analysis of calculations.

6. Ribbon/Toolbar:

Each menu bar contains several different elements. On the selection of the menu, a sequence of command options/icons will show on a ribbon. For example, if we select the "Home" tab,

we will see cut, copy, paste, bold, italic, underline, and more commands. In the same way; we can click on the "Insert" tab, we will see tables, illustrations, additional, recommended graphics and graphics maps, among others. On the other hand, if we select the "Formulas" option. Insert functions, auto sum recently used, finances, logic, text, time, date, etc.

7. Dialog Box Launcher:

Dialog box launcher is a very little down arrow that is present in the lower-right corner of a command group on the Ribbon. By clicking on this arrow, we can explore more options related to the concerned group.

8. Name box:

Show the location of the active cell, row, or column. We have the option of selecting multiple options.

9. Formula Bar:

Formula bar permits us to observe, insert or edit the information/formula entered in the active cell.

10. Scrollbars:

Scrollbars are the tools that enable us to move the document's vertical and horizontal views. We can activate this by clicking on the platform's internal bar or the arrows we have on the sides. Additionally, we can use the mouse wheel in order to automatically scroll up or down: or use the directional keys.

11. Spreadsheet Area:

It is the place where we enter our data. It includes all the rows, cells, columns, and built-in data in the spreadsheet. We can use shortcuts to perform toolbar activities or formulas of arithmetic operations (add, subtract, multiply, etc.). The insertion point is the blinking vertical bar known as the "cursor." It specifies the insertion location of the typing.

12. Leaf Bar:

Leaf bar is present at the bottom of the spreadsheet, which says sheet1 is shown. This sheet bar describes the spreadsheet which is currently being worked on. Using this, we can alternate a number of sheets or add a new one as per our convenience.

13. Columns Bar:

Columns are a vertically ordered series of boxes across the full sheet. This column bar is located below the formula bar. The letters of the alphabet are used to label the columns. Begin with the letter A to Z, and then after Z, it will continue as AA, AB, and so on. The number of columns that can be used is limited to 16,384.

14. Rows Bar:

The row bar is the left part of the sheet where a sequence of numbers is expressed. Begin with number one (1), and further rows will be added as we move the pointer down. There are a total of 1,048,576 rows available.

15. Cells:

Cells are those parallelepipeds that divide the spreadsheet into many pieces, separating rows and columns. A spreadsheet's first cell is represented by the first letter of the alphabet and the number one (A1).

16. Status Bar:

The status bar is present at the bottom of the window that displays critical information. It also indicates whether something is incorrect or whether the document is ready to be printed or delivered.

This shows the result of the selected digits such as sum, average, count, maximum, minimum, etc.

By right-clicking on the status bar, we can configure the status bar. Any command from the specified list can be added or removed.

17. View Buttons:

View buttons are a set of three buttons arranged at the left of the Zoom control, close the screen's right-bottom corner. We can see three different kinds of sheet views in Excel using this method.

- **Normal View: - Normal view displays the Excel page in normal view.**
- **Page Layout View: - The Page Layout view shows the precise layout of an Excel page it will be printed.**
- **Page Break View: - This displays page break preview before printing.**

18. Zoom Control:

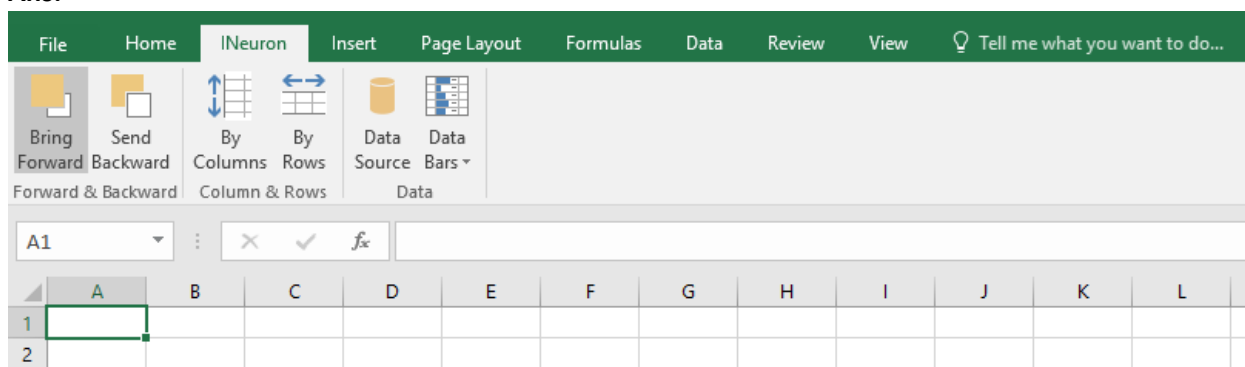
The zoom control is present at the lower-right side of the window. It enables us to **ZOOM-IN** or **ZOOM-OUT** a specific area of the spreadsheet. It is represented by magnifying icons with the symbols of maximizing (+) or minimizing (-).

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

Ans: Data entry, Data management, Accounting, Financial analysis, Charting and Graphing, Programming, Time management, Task management.

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.

Ans:



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

Ans: There are 5 powerful shortcut keys:

- **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:** Auto fits column widths
- **CONTROL + 1:** Opens Format Cells dialog box

5. What distinguishes Excel from other analytical tools?

Ans: The difference between Excel from other analytical tools like Tableau:

| 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.

Ans: I have create a table and add a custom header and footer in the below PDF link:

[https://github.com/ChiranjibPradhan/iNeuron-Assignments-
/blob/main/Custom%20header%20and%20footer.pdf](https://github.com/ChiranjibPradhan/iNeuron-Assignments-/blob/main/Custom%20header%20and%20footer.pdf)