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

→   The interface components of Excel include the Quick Access Toolbar, Ribbon, Name Box, Formula Quick Menu, Formula Bar, Status Bar, Worksheet View Options, Zoom Slider Control, and the Zoom Percentage Indicator.

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

→   Budget plans, forecasts, expense tracking, financial reports, loan calculators, and more.

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.

→   In the Choose Commands from list, click Main Tabs. Click the plus sign (+) next to the default tab that contains the group that you want to customize.

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

→   Ctrl + R: Aligns the line or selected text to the right of the screen. Ctrl + M: Indent the paragraph. Ctrl + Shift + F: Change the font. Ctrl + Shift + >: Increase selected font +1pts up to 12pt and then increases font +2pts.

5) What distinguishes Excel from other analytical tools?

→   Excel is a wonderful tool to represent data on X and Y axis. It provides different color shades, font types to format the spreadsheet and differentiate between rows and columns.

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

→   Go to Insert > Header or Footer. Choose from a list of standard headers or footers, go to the list of Header or Footer options, and select the header or footer that you want. Or, create your own header or footer by selecting Edit Header or Edit Footer. When you're done, select Close Header and Footer or press Esc.