1. What are the various elements of the Excel interface? Describe how

they're used.

1. Text : It’s a series of letters , numbers or other contents.
2. Numbers: A number element can contain a series of digits but may include specific text or formatting characters to indicate negative numbers or decimal separator.
3. Boolean: A boolean element can contain one of two values: TRUE and FALSE. These are used under conditional questions.
4. Formula:  It is an instruction which describes a calculation which should be performed automatically.
5. Error: An error element describes the failure to calculate the result of a formula. These values are rarely entered directly by a user but usually are the display given when a formula cannot be correctly calculated.
6. Write down the various applications of Excel in the industry.
7. collection and verification of business data
8. business analysis
9. data entry and storage
10. data analysis
11. performance reporting
12. strategic analysis
13. accounting and budgeting

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.

4. Make a list of different shortcut keys that are only connected to

formatting with their functions.

1. Change format of selected cells: Ctrl+1
2. Apply or remove bold: Ctrl+B
3. Apply or remove italics: Ctrl+I
4. Apply or remove underlining: Ctrl+U
5. Apply or remove strikethrough: Ctrl+5
6. Align center: Alt+H+A+C
7. Align left: Alt+H+A+L
8. Align right: Alt+H+A+R
9. Indent: Alt+H+6

5. What distinguishes Excel from other analytical tools?

1. Microsoft Excel can analyse large amounts of data to discover trends and patterns that will help in decision making.
2. Excel can perform most of the mathematical and logical functions with ease.

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

