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

The Excel interface is made up of various elements that allow users to navigate the program and perform various tasks. Some of the key elements of the Excel interface include:

1. Ribbon: The Ribbon is the primary navigation tool in Excel. It contains a set of tabs, each of which has a group of related commands. Users can click on a tab to access the commands within that tab.
2. Quick Access Toolbar: This toolbar contains a set of commonly used commands, such as Save, Undo, and Redo. Users can customize this toolbar by adding or removing commands as needed.
3. Formula Bar: This is where users can enter and edit formulas and cell content. The formula bar displays the contents of the currently selected cell.
4. Cell Grid: The cell grid is where users enter and manipulate data in Excel. Users can click on a cell to select it, and then enter data or formulas into the cell.
5. Status Bar: The status bar displays information about the current state of the worksheet, such as the current cell mode, the page number, and the calculation mode.
6. Workbook View Buttons: These buttons allow users to switch between different views of the workbook, such as Normal, Page Layout, and Page Break Preview.
7. Scroll Bars: The scroll bars allow users to navigate through the worksheet by scrolling up or down or left or right.
8. Sheet Tabs: The sheet tabs allow users to switch between different worksheets within the same workbook.

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

Excel is a widely used software application in various industries due to its versatility and ability to perform various tasks. Some of the key applications of Excel in the industry include:

1. Data Management: Excel is commonly used for managing large sets of data in various industries, such as finance, accounting, and marketing. It allows users to organize and manipulate data in a structured format, making it easier to analyze and draw insights.
2. Financial Analysis: Excel is commonly used in finance and accounting for various financial analysis tasks, such as budgeting, forecasting, and financial modeling. It allows users to perform complex calculations and generate visual representations of data through charts and graphs.
3. Project Management: Excel can be used for project management tasks such as creating Gantt charts, tracking project schedules and timelines, and analyzing project data.
4. Inventory Management: Excel can be used to manage inventory and track stock levels. Users can create formulas to track inventory levels and reorder points, making it easier to manage inventory efficiently.
5. Data Visualization: Excel can be used to create visual representations of data, such as charts and graphs. These visualizations can help to make data easier to understand and draw insights from.
6. Human Resource Management: Excel can be used for various HR tasks, such as tracking employee data, managing payroll, and creating schedules.
7. Education: Excel can be used in educational institutions for various tasks such as creating gradebooks, tracking student progress, and analyzing educational data.

**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.**

As an AI language model, I cannot provide a screenshot. However, I can provide you with the steps to add a new tab, add groups, insert commands, and name them accordingly.

To add a new tab on the ribbon in Excel, follow these steps:

1. Right-click on any of the existing tabs on the ribbon.
2. Click on "Customize the Ribbon" from the context menu.
3. In the "Excel Options" dialog box that appears, click on "New Tab" at the bottom.
4. Rename the new tab by clicking on the "New Tab (Custom)" text and typing in a new name for the tab.
5. Click on the "New Group" button to add a new group to the new tab.
6. Rename the new group by clicking on the "New Group" text and typing in a new name for the group.
7. Select the new group and click on the "Add" button to add a command to the group.
8. Choose a command from the list of commands that appear, and then click on the "OK" button to add it to the group.
9. Rename the command by clicking on the command text and typing in a new name for the command.

Repeat steps 7-9 to add additional commands to the group.

Once you have added all the desired groups and commands to the new tab, click on the "OK" button to save the changes.

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

There are many different shortcut keys in Excel that are only connected to formatting with their functions. Here are some of the most commonly used shortcut keys for formatting in Excel:

1. Ctrl + B: Bold
2. Ctrl + I: Italic
3. Ctrl + U: Underline
4. Ctrl + 1: Open Format Cells dialog box
5. Ctrl + Shift + ~: General number format
6. Ctrl + Shift + $: Currency format
7. Ctrl + Shift + #: Date format
8. Ctrl + Shift + %: Percentage format
9. Ctrl + Shift + &: Apply outline border to selected cells
10. Ctrl + Shift + \_: Remove underline from selected cells
11. Alt + H + H: Set horizontal alignment
12. Alt + H + V: Set vertical alignment
13. Alt + H + B: Add or remove cell borders
14. Alt + H + F + C: Apply cell colour to selected cells
15. Alt + H + F + P: Apply font colour to selected cells

These shortcut keys can save a lot of time when formatting cells in Excel. It's important to note that these shortcut keys may vary slightly depending on the version of Excel you are using.

**5. What distinguishes Excel from other analytical tools?**

Excel is a powerful analytical tool that is widely used across various industries. Here are some of the key distinguishing factors that set Excel apart from other analytical tools:

1. User-Friendly Interface: Excel has a user-friendly interface that is easy to navigate and use. This makes it accessible to users with varying levels of technical expertise, from beginners to advanced users.
2. Flexibility: Excel is a highly flexible tool that allows users to perform a wide range of analytical tasks, from simple calculations to complex data modeling. It can be customized to suit the specific needs of different industries and users.
3. Accessibility: Excel is widely available and accessible to users, as it is included in the Microsoft Office Suite that is commonly used in many workplaces.
4. Affordability: Excel is relatively affordable compared to other analytical tools in the market. This makes it accessible to businesses and individuals who may not have the budget for more expensive tools.
5. Integration: Excel can be easily integrated with other Microsoft Office Suite applications, such as Word and PowerPoint, to create reports and presentations.
6. Data Visualization: Excel has robust data visualization features, including charts and graphs, that allow users to visually represent their data in a way that is easy to understand.
7. Macro Recording: Excel allows users to record macros, which are essentially automated sequences of commands that can be played back later. This saves time and effort, particularly for repetitive tasks.

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

Here are the steps to create a table and add a custom header and footer in Excel:

1. Open a new Excel workbook.
2. Select the cells where you want to create your table.
3. Click on the "Insert" tab in the ribbon.
4. Click on the "Table" button in the "Tables" group.
5. In the "Create Table" dialog box, make sure that the range of cells you selected is correct and that the "My table has headers" option is checked.
6. Click on the "OK" button to create your table.
7. The table will now appear in your worksheet, and the "Table Tools" contextual tab will appear in the ribbon.
8. Click on the "Design" tab in the "Table Tools" contextual tab.
9. In the "Header/Footer" group, click on the "Header Row" or "Total Row" button, depending on whether you want to add a custom header or footer to your table.
10. Enter the text that you want to appear in the header or footer.
11. Format the text as desired using the formatting options in the ribbon.
12. Save your workbook.