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

Ans. 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.

Interface Element	Description
Ribbon Tab	Ribbon Tab is a tab that organizes commands by topic
Ribbon bar	Commands underneath the Tabs
Ribbon grps	Grouping of related commands
Dialog Box	Opens a dialog box that includes additional commands
Quick Access bar	One click access to any frequently used command
Name bar	Displays cell location and can be used to navigate to a cell location
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
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. Data analysis, financial analysis, Financial modeling, Business analysis, Reporting, MIS, Office administration, accounting etc…

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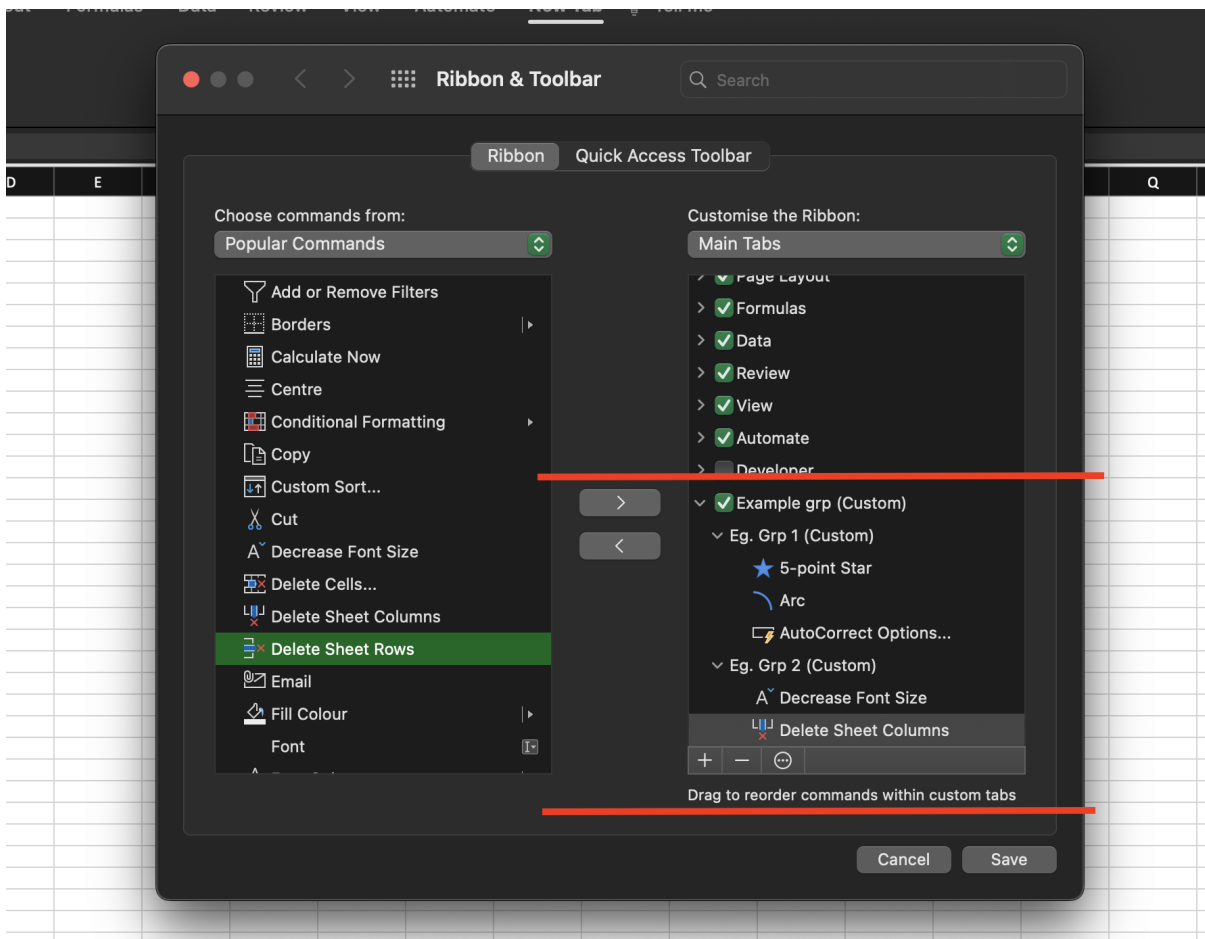
4. Make a list of different shortcut keys that are only connected to formatting with their functions.
Ans.

Open the Insert dialog box to insert blank cells - Ctrl+Shift+Plus sign (+)

Open the Delete dialog box to delete selected cells - Ctrl+Minus sign (-)

Enter the current time - Ctrl+Shift+Colon (:)

Enter the current date - Ctrl+Semicolon (;)

Switch between displaying cell values or formulas in the worksheet - Ctrl+Grave accent (`)

Copy a formula from the cell above the active cell into the cell or the formula bar - Ctrl+Apostrophe (')

Move the selected cells - Ctrl+X

Copy the selected cells - Ctrl+C

Paste content at the insertion point, replacing any selection - Ctrl+V

Open the Paste Special dialog box - Ctrl+Alt+V

Italicize text or remove italic formatting - Ctrl+I or Ctrl+3

Bold text or remove bold formatting - Ctrl+B or Ctrl+2

Underline text or remove underline - Ctrl+U or Ctrl+4

Apply or remove strikethrough formatting - Ctrl+5

Switch between hiding objects, displaying objects, and displaying placeholders for objects - Ctrl+6

Apply an outline border to the selected cells - Ctrl+Shift+Ampersand sign (&)

Remove the outline border from the selected cells - Ctrl+Shift+Underscore (_)

Display or hide the outline symbols - Ctrl+8

Use the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below - Ctrl+D

Apply the General number format - Ctrl+Shift+Tilde sign (~)

Apply the Currency format with two decimal places (negative numbers in parentheses) - Ctrl+Shift+Dollar sign ($)

Apply the Percentage format with no decimal places - Ctrl+Shift+Percent sign (%)

Apply the Scientific number format with two decimal places - Ctrl+Shift+Caret sign (^)

Apply the Date format with the day, month, and year - Ctrl+Shift+Number sign (#)

Apply the Time format with the hour and minute, and AM or PM - Ctrl+Shift+At sign (@)

Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values   - Ctrl+Shift+Exclamation point (!)

Open the Insert hyperlink dialog box - Ctrl+K

Check spelling in the active worksheet or selected range - F7

Display the Quick Analysis options for selected cells that contain data - Ctrl+Q

Display the Create Table dialog box - Ctrl+L or Ctrl+T

Open the Workbook Statistics dialog box - Ctrl+Shift+G

5. What distinguishes Excel from other analytical tools?
The excel displays information in an organized way. The information could be related to the sales, management department, HR or the marketing. Most of the businesses are dependent on IT sector and therefore excel is a vital tool to run a business. Read on to learn about the topmost features of this software.
It builds the charts, formatting, orgainize data, identify trends, online/offline access, range of formulas. You have to insert data in individual cells of columns and rows. In this way, data will be filtered and sorted and hence displayed in a presentable manner. Different types of charts like clustered columns, graphs and pie chart provide great visual presentation. It puts more emphasis to marketing material and business reports. Excel is a wonderful tool to represent data on X and Y axis.
Other expensive applications is they do not deliver results at times. If you are a startup or a small business owner you might find it difficult to manage this software.

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

| Home | Insert | Draw | Page Layout | Formulas | Data | Revie |

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Student Details

Name	Age	Class	Column4	Column5

Class details