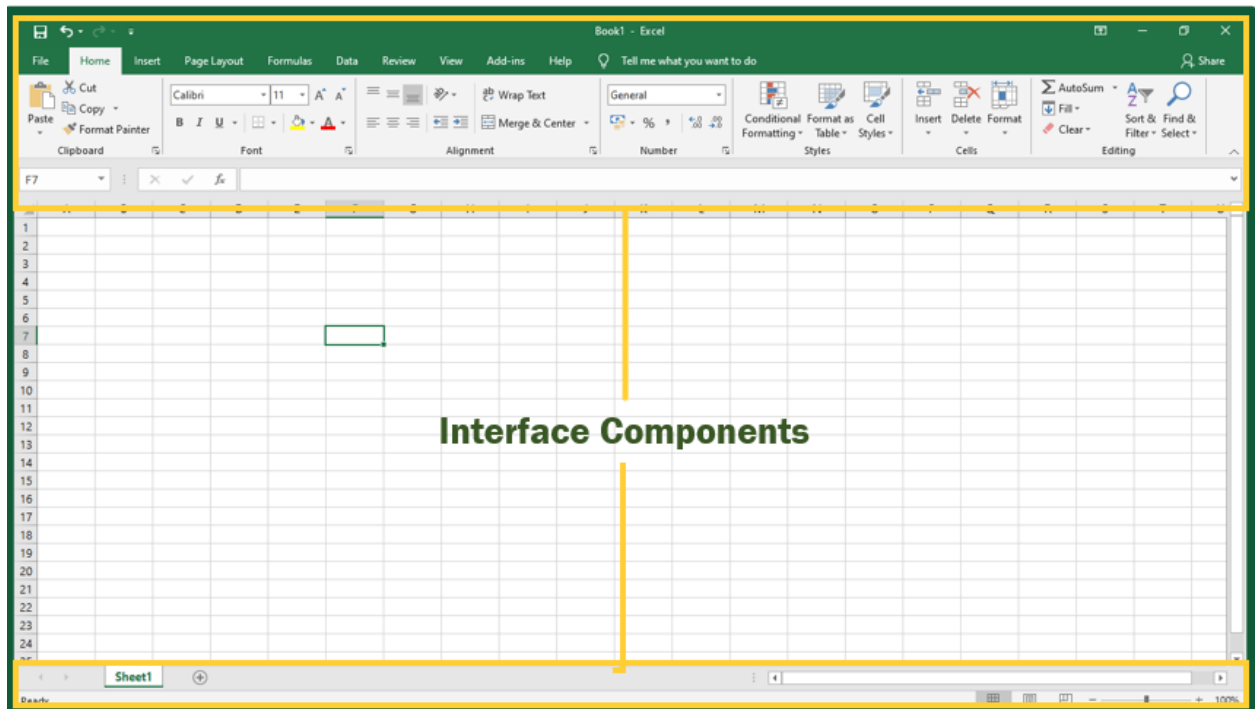


# Excel Assignment 6

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.



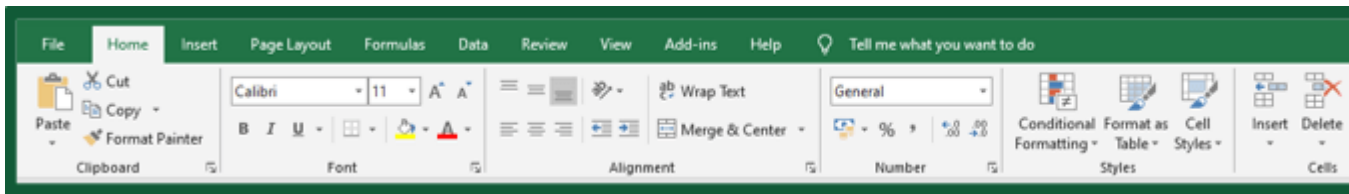
## Quick Access Toolbar

The Quick Access Toolbar is found on the top-left of the Excel window which contains the commonly-used commands in Excel. This toolbar can be customized and lets you choose which commands you want to access easily. By default, this contains the save, undo, and redo commands.



## Ribbon

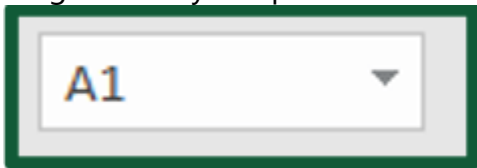
The Ribbon interface contains the commands that are available for use in Excel. This has multiple tabs including the File, Home, Insert, Page Layout, Formulas, Data, Review, View, Add-ins, and Help tabs. There are tabs that will appear when necessary; for example, the Format tab appears when you click an inserted shape.



The tabs are then subdivided in groups based on the usage of the commands. For example, in the Home tab, the commands are grouped in Clipboard, Font, Alignment, Number, Styles, Cells, and Editing.

## Name Box

The Name Box is an input box which normally displays the name or location of the active cell on the worksheet. This is also used to directly create a named range. When you open a blank workbook, the selected cell is A1, by default.



## Formula Quick Menu

The Formula Quick Menu beside the Name box is a shortcut when you want to insert a function. If you click the **fx** option, the Insert Function will pop-up to let you choose which Excel function would you like to use.



## Formula Bar

The Formula Bar is found just beside the Formula Quick Menu. This allows you to enter or edit data, formula or a function that will appear in the selected cell whose name or location appears in the Name Box.



## Status Bar

The Status Bar in the bottom-left corner of the Excel window displays various information about the current mode of the workbook.



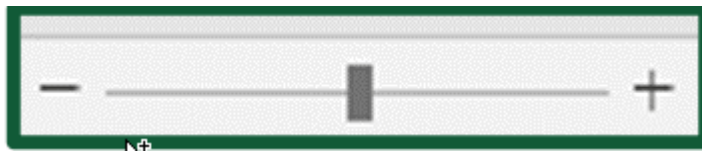
## Worksheet View Options

The Worksheet View Options lets you choose which of the 3 worksheet views you want (Normal, Page Layout, or Page Break Preview). By default, the worksheet view is set to Normal.



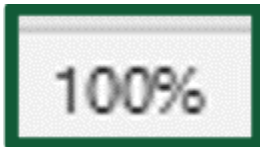
## Zoom Slider Control

The Zoom Slider Control helps you zoom in and zoom out the worksheet.



## Zoom Percentage Indicator

The Zoom Percentage Indicator displays the zoom percentage just beside the Zoom Slider Control. By default, it is set to 100%.



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

Excel is typically used to organize data and perform financial analysis. It is used across all business functions and at companies from small to large.

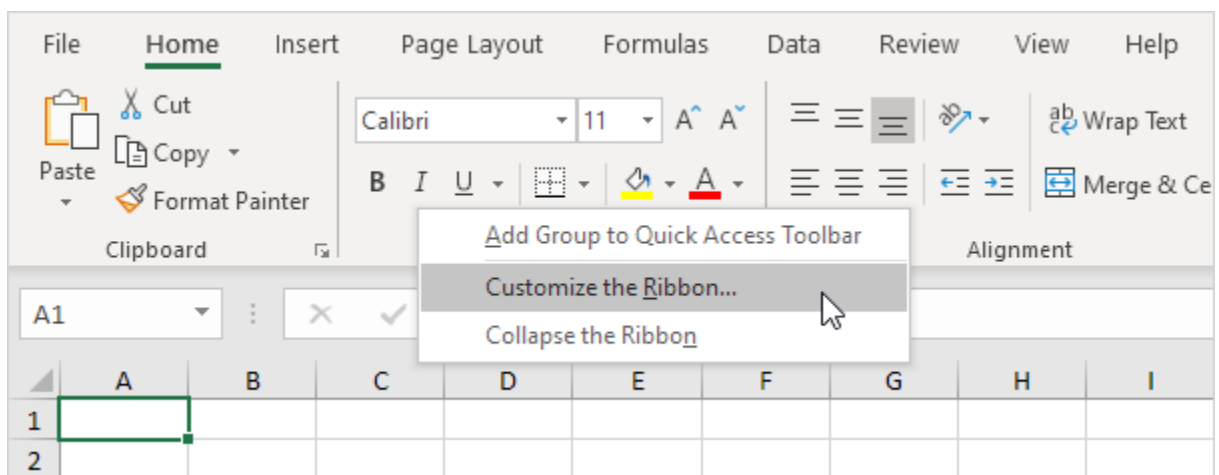
The main uses of Excel include:

- Data entry
- Data management
- Accounting
- Financial analysis
- Charting and graphing
- Programming
- Time management
- Task management
- Financial modeling
- Customer relationship management (CRM)
- Almost anything that needs to be organized!

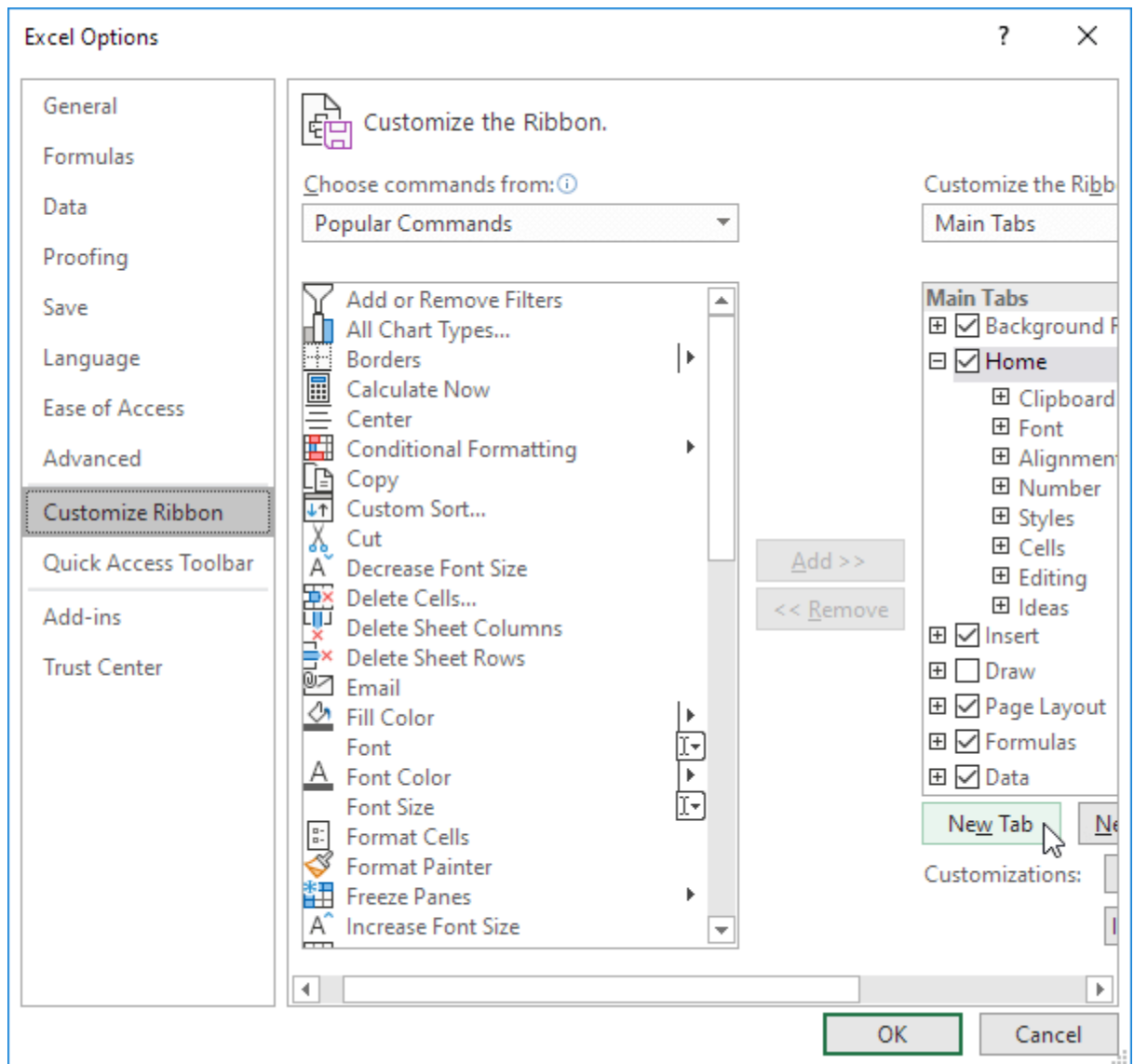
**3. On the ribbon, make a new tab. Add some different groups, insert commands in the groups and name them according to their commands added. Copy and paste the screenshot of the steps you followed.**

The ribbon in Excel can be customized. You can easily create your own tab and add commands to it.

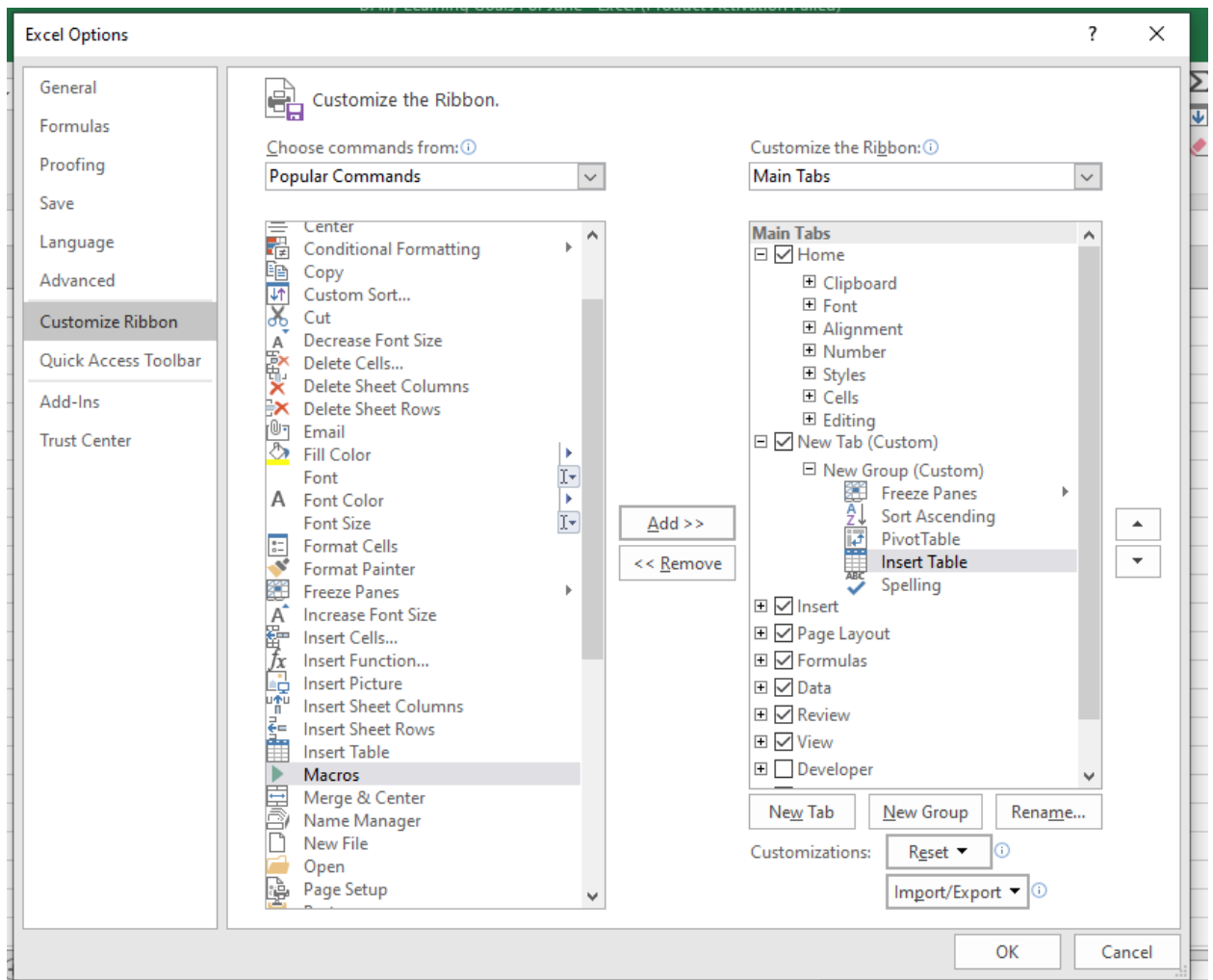
1. Right click anywhere on the ribbon, and then click Customize the Ribbon.



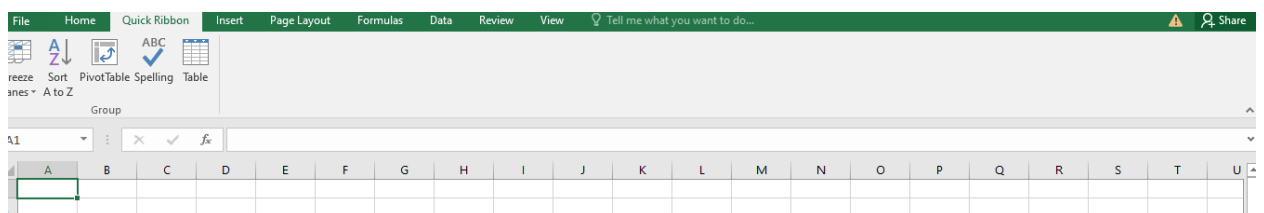
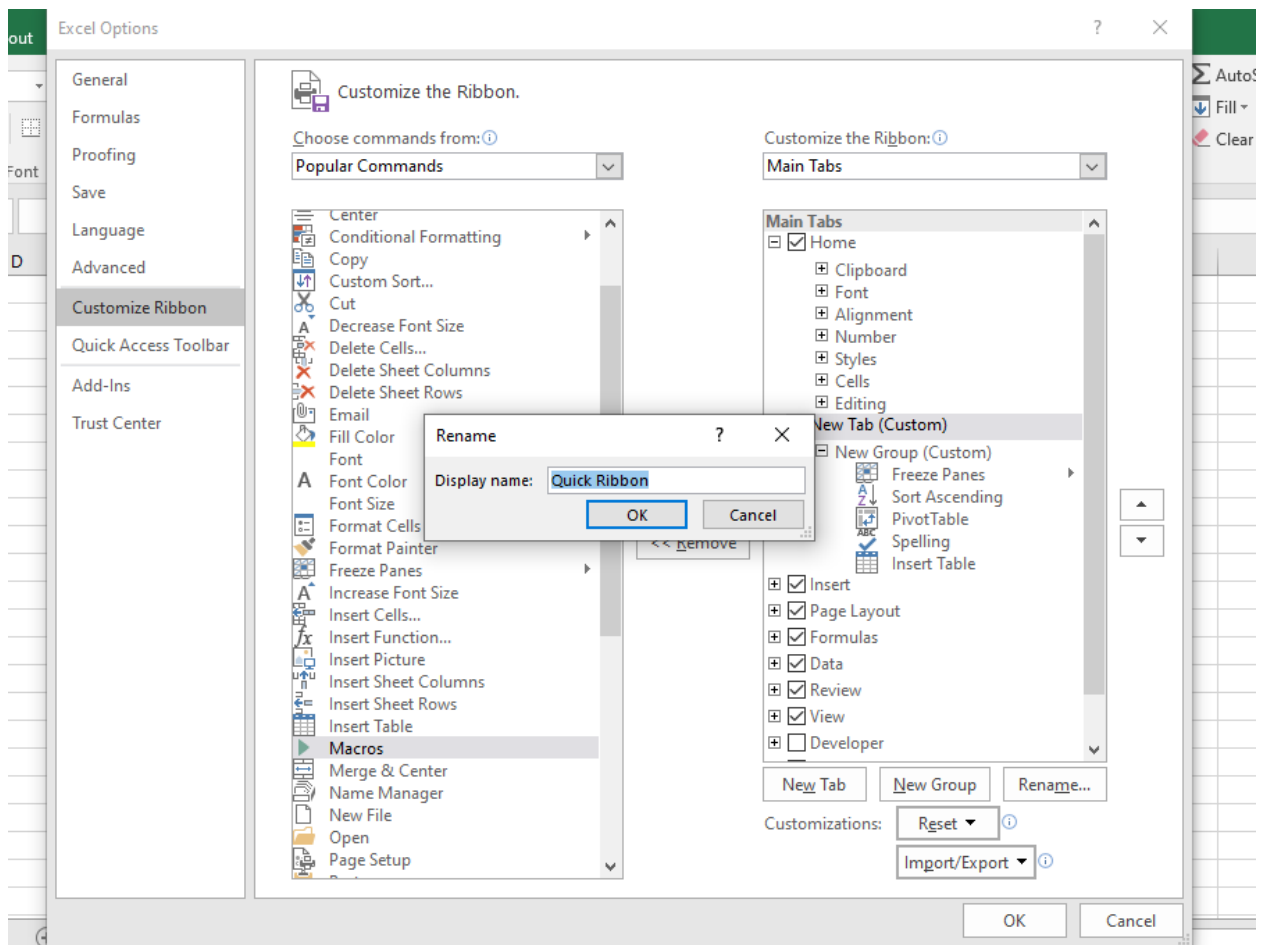
2. Click New Tab.



3. Add the commands you like.



4. Rename the tab and group.



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

To do this

Open the **Format Cells** dialog box.

Format fonts in the **Format Cells** dialog box.

Press

Ctrl+1

Ctrl+Shift+F or  
Ctrl+Shift+P

To do this	Press
Edit the active cell and put the insertion point at the end of its contents. Or, if editing is turned off for the cell, move the insertion point into the formula bar. If editing a formula, toggle Point mode off or on so you can use the arrow keys to create a reference.	F2
Insert a note.	Shift+F2
Open and edit a cell note.	Shift+F2
Insert a threaded comment.	Ctrl+Shift+F2
Open and reply to a threaded comment.	Ctrl+Shift+F2
Open the <b>Insert</b> dialog box to insert blank cells.	Ctrl+Shift+Plus sign (+)
Open the <b>Delete</b> dialog box to delete selected cells.	Ctrl+Minus sign (-)
Enter the current time.	Ctrl+Shift+Colon (:) or Ctrl+Shift+F2
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 <b>Paste Special</b> 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 (&)
Remove the outline border from the selected cells.	Ctrl+Shift+Underscore (_)
Display or hide the outline symbols.	Ctrl+8
Use the <b>Fill Down</b> command to copy the contents and format of the topmost cell of a selected range into the cells below.	Ctrl+D
Apply the <b>General</b> number format.	Ctrl+Shift+Tilde sign (~)
Apply the <b>Currency</b> format with two decimal places (negative numbers in parentheses).	Ctrl+Shift+Dollar sign (\$)
Apply the <b>Percentage</b> format with no decimal places.	Ctrl+Shift+Percent sign (%)
Apply the <b>Scientific</b> number format with two decimal places.	Ctrl+Shift+Caret sign (^)



To do this	Press
Apply the <b>Date</b> format with the day, month, and year.	Ctrl+Shift+Number s (#)
Apply the <b>Time</b> format with the hour and minute, and AM or PM.	Ctrl+Shift+At sign (@)
Apply the <b>Number</b> format with two decimal places, thousands separator, and minus sign (-) for negative values.	Ctrl+Shift+Exclamation point (!)
Open the <b>Insert hyperlink</b> dialog box.	Ctrl+K
Check spelling in the active worksheet or selected range.	F7
Display the <b>Quick Analysis</b> options for selected cells that contain data.	Ctrl+Q
Display the <b>Create Table</b> dialog box.	Ctrl+L or Ctrl+T
Open the <b>Workbook Statistics</b> dialog box.	Ctrl+Shift+G

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

Microsoft Excel is a useful tool for the businesses. Companies use the software to organize the data and maximize returns on investment.

The large scale organizations have great volume of data from different resources like online sales, in store transactions and the social media. It is important to analyze this information in an efficient manner.

### Consider the benefits

The excel spreadsheet displays financial information in an organized manner. 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
- It makes use of conditional formatting
- It helps to organize the data
- It will identify trends
- It provides online access

Excel will use range of formulas to unlock the potential of data.

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.

### **The brilliant interface for users**

It provides different color shades, font types to format the spreadsheet and differentiate between rows and columns. It is good to present useful presenting information such as balance, tax profit etc. There is a quick analysis button to choose the appropriate coloring scheme.

You could combine the information from different files and documents to Excel. In this way, they will exist in a single location. Besides the regular information and raw data from spreadsheets, it is easy to import the images too. You just need to use the insert tab to add multiple objects to the spreadsheet.

### **Why not other applications?**

The worst thing about 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. In case you are stuck using the modified PDF converter, clear instructions are mentioned on the tab. Hence, even if you are not well versed in the technology, you can still use this application.

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

You can add headers to the top and footers to the bottom of a worksheet.

When you print the worksheet, the headers and footers also print.

For example, you might create a header with the file path and a footer with page numbers.

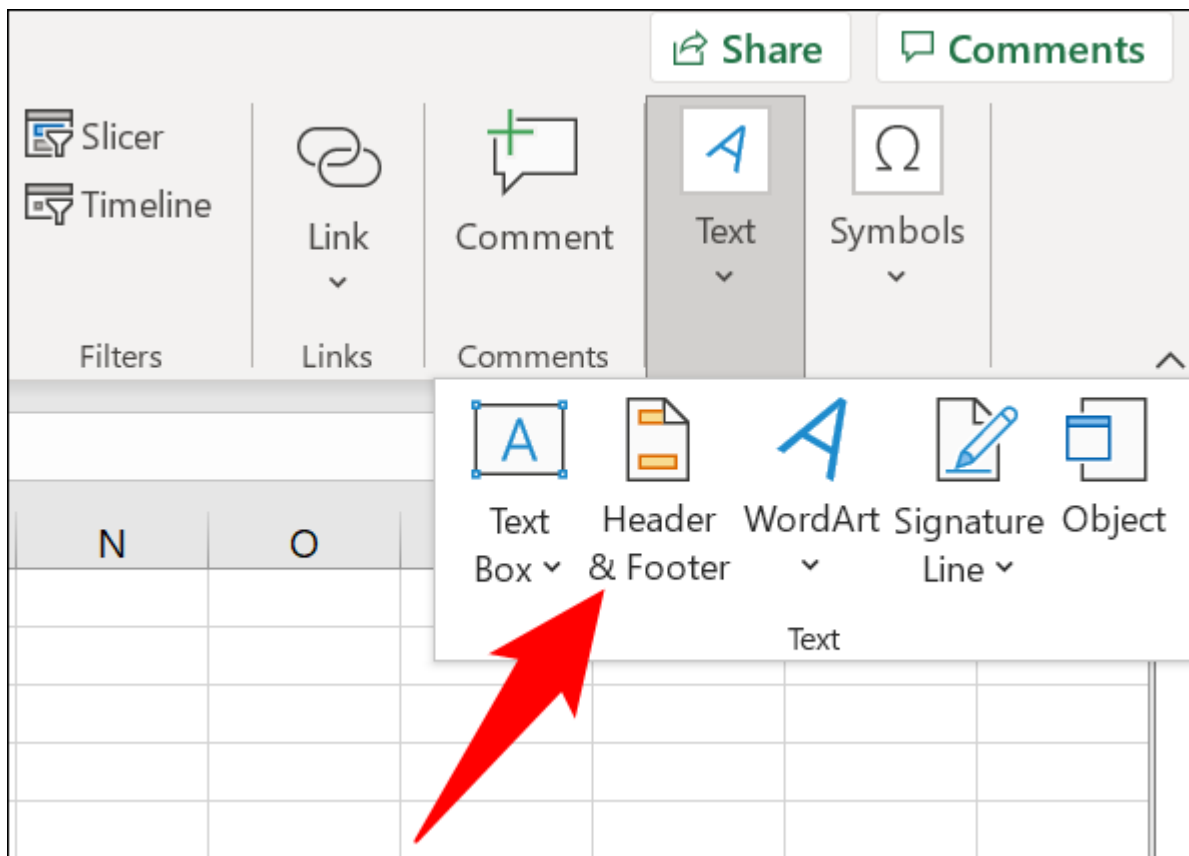
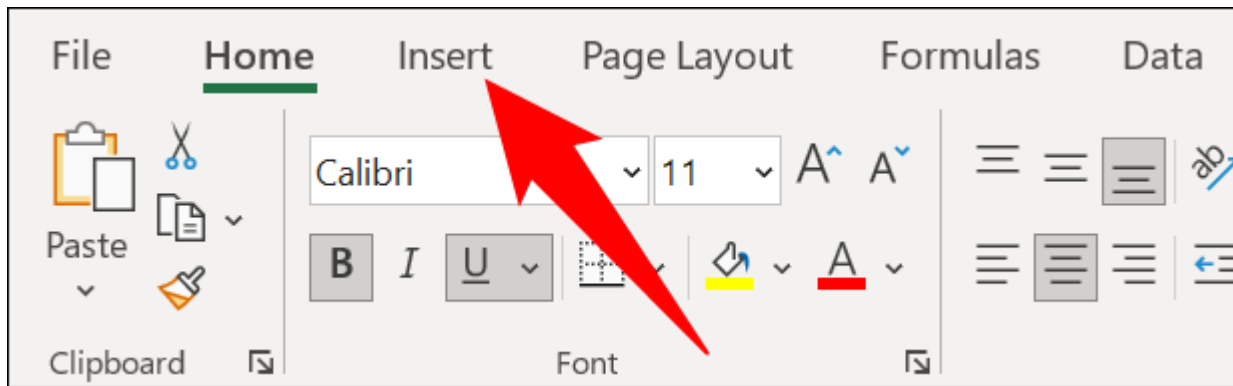
Headers and footers display only in Page Layout view and on printed pages.

Select the worksheet you want to add a header or footer to.

Click the Insert tab, and click Header & Footer.

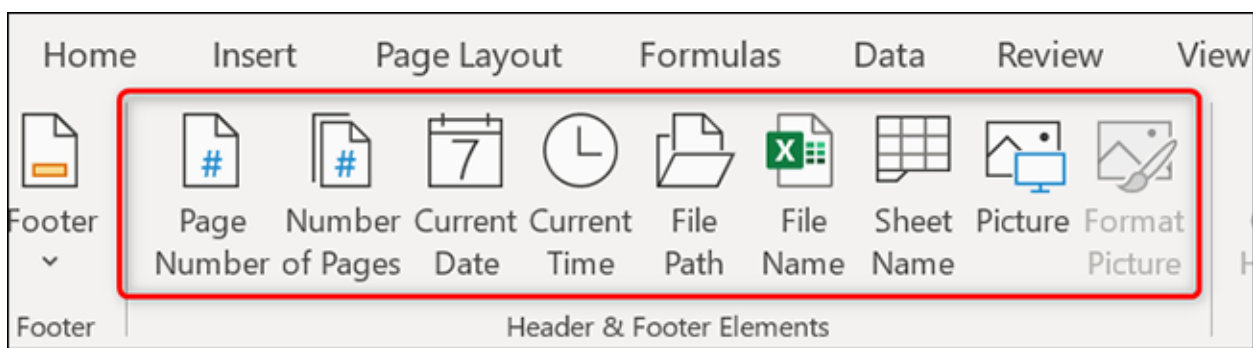
This displays the worksheet in Page Layout view.

The Header & Footer Tools Design tab appears, and by default, the cursor is in the center section of the header.

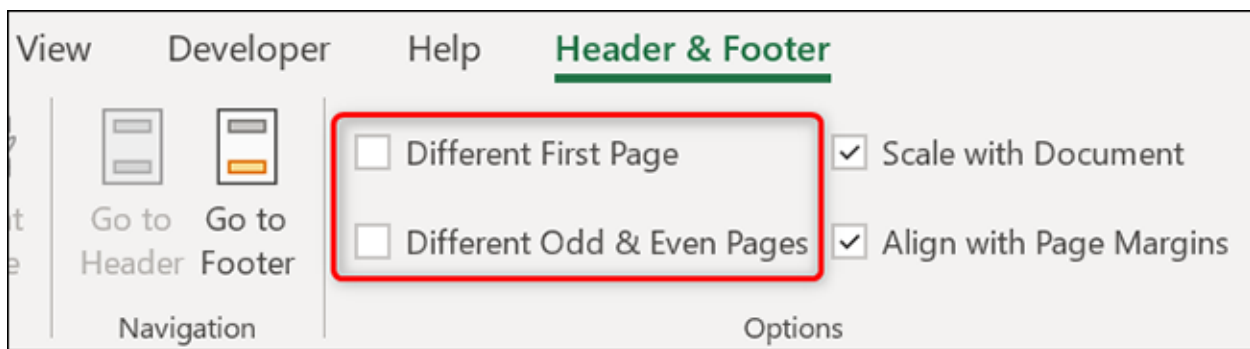


Header																	
This is left section.						This is middle section.						This is right section.					
Number	Name	Age	City	Country													
1	Mahesh	25	Bangalore	India													
2	Alex	26	London	UK													
3	David	27	San Francisco	USA													
4	John	28	Toronto	Canada													
5	Chris	29	Paris	France													

if you want to add dynamic content to your header, such as the current page number or the current date, then in Excel's ribbon at the top, click an appropriate option.



Similarly, if you'd like a different header for the first page, or different headers for the odd and the even pages, use the "Different First Page" and "Different Odd & Even Pages" options at the top.



To go back to Excel's default viewing mode, in the ribbon at the top, click View > Normal.

