

ADVANCE 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:** It 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.
- **Ribbon:** It 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. The tabs are then subdivided in groups based on the usage of the commands.
- **Name Box:** It is an input box which normally displays the name or location of the active cell on the worksheet.
- **Formula Quick Menu:** The Formula Quick Menu beside the Name box is a shortcut when you want to insert a function.
- **Formula Bar:** It 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:** It helps you zoom in and zoom out the worksheet.
- **Zoom Percentage Indicator:** It 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.

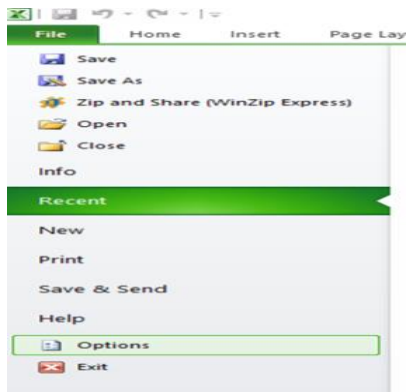
Applications of Excel in the industry are:

- Data Entry and Storage
- Performing Calculations
- Data Analysis and Interpretation
- Reporting and Visualizations
- Accounting and Budgeting
- Collection and Verification of Business Data
- Calendars and Schedules
- Administrative and Managerial Duties
- Forecasting
- Automating Repetitive Tasks

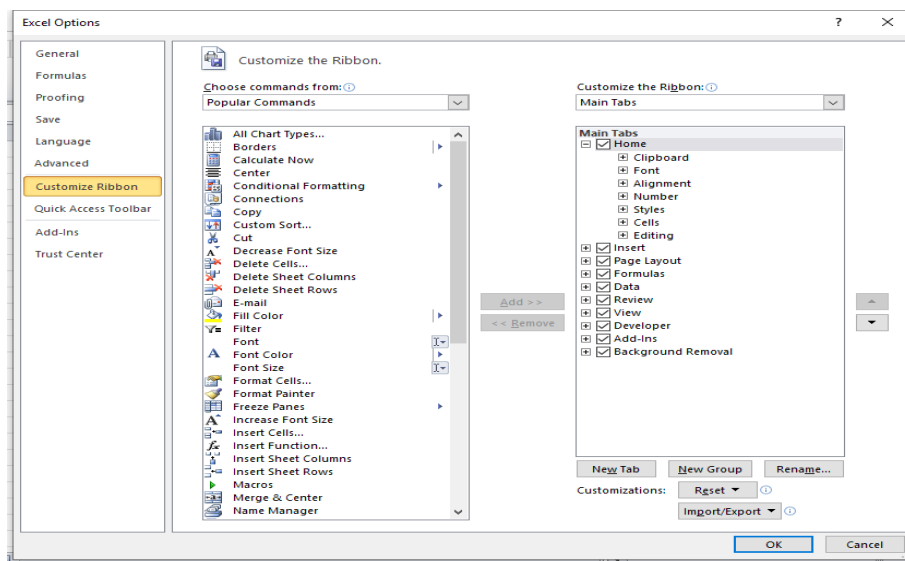
3. On the ribbon, make a new tab. Add some different groups, insert commands in the groups and name them according to their commands added. Copy and paste the screenshot of the steps you followed.

The steps followed to make a new tab on the ribbon are given below:

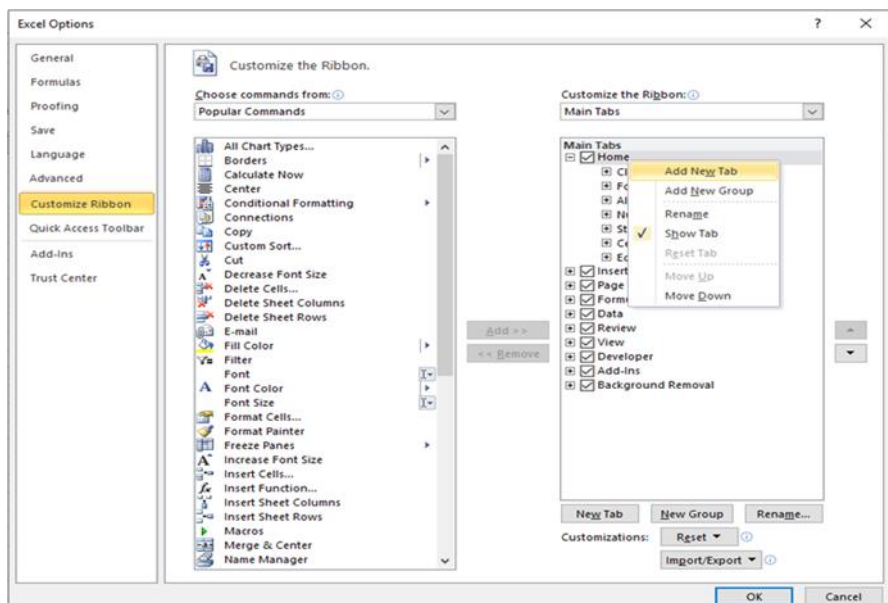
Step 1: Select File → Options



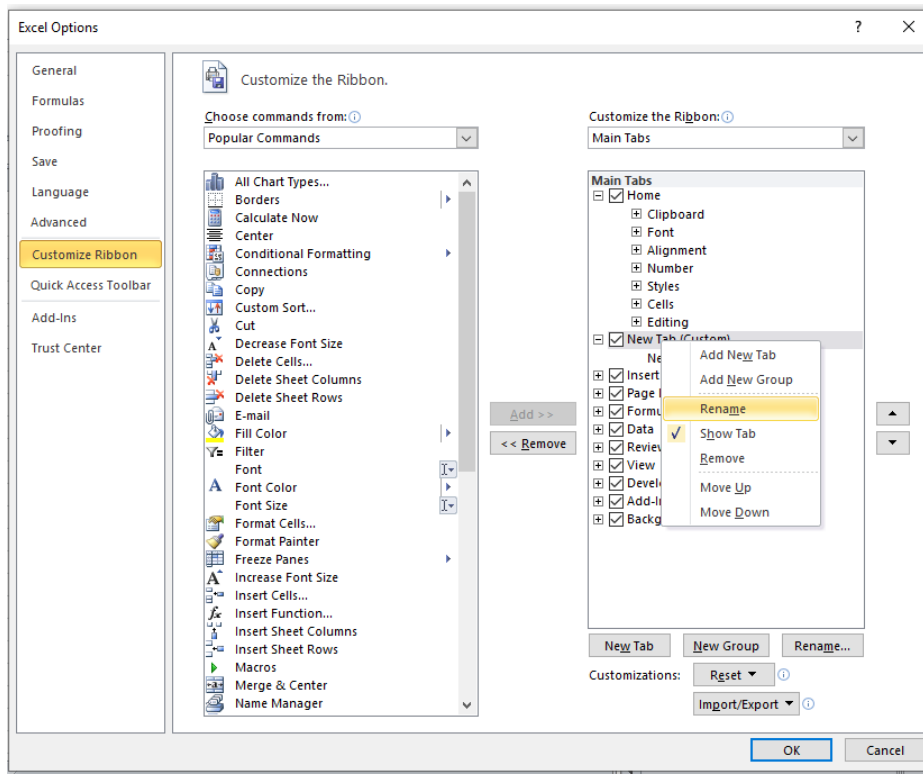
Step 2: In the dialogue box select Customize Ribbon.



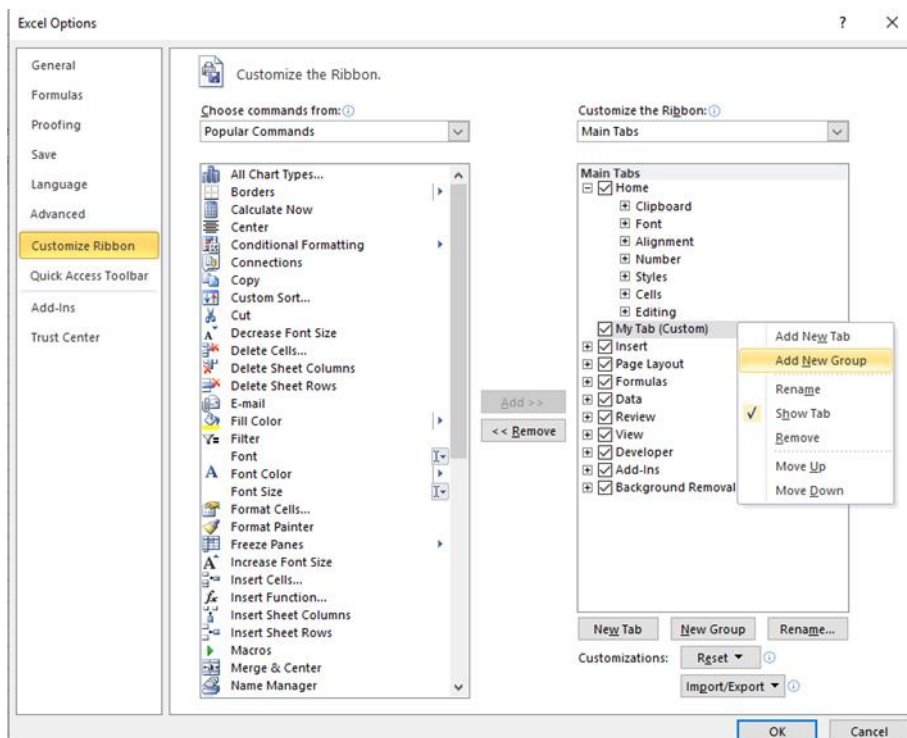
Step 3: To create new tab, right click on any one tab and click Add New Tab.



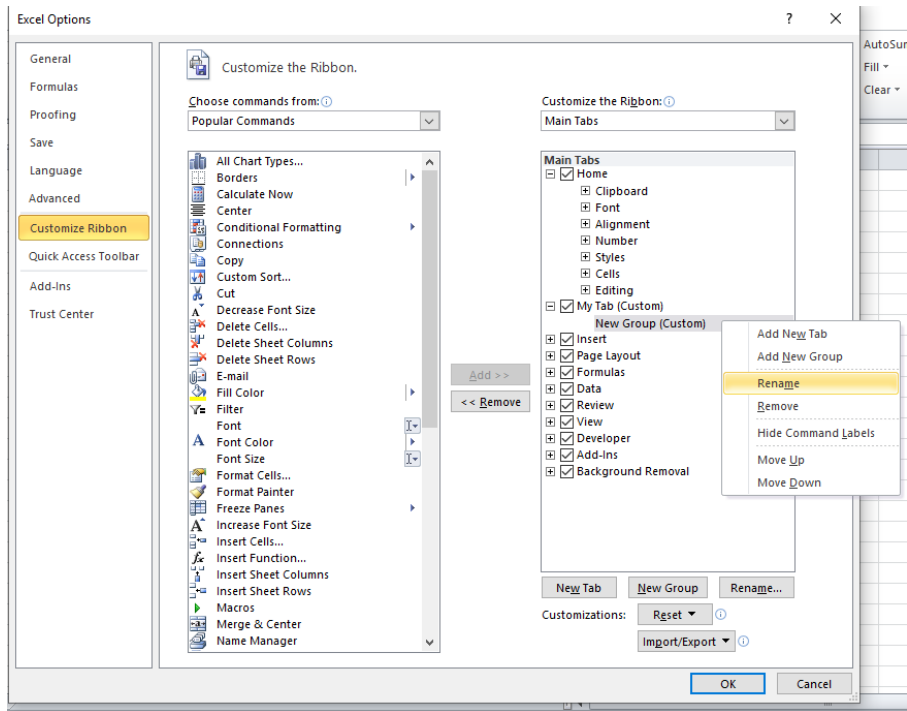
Step 4: To name the newly created tab, right click on that tab and select Rename and give name.



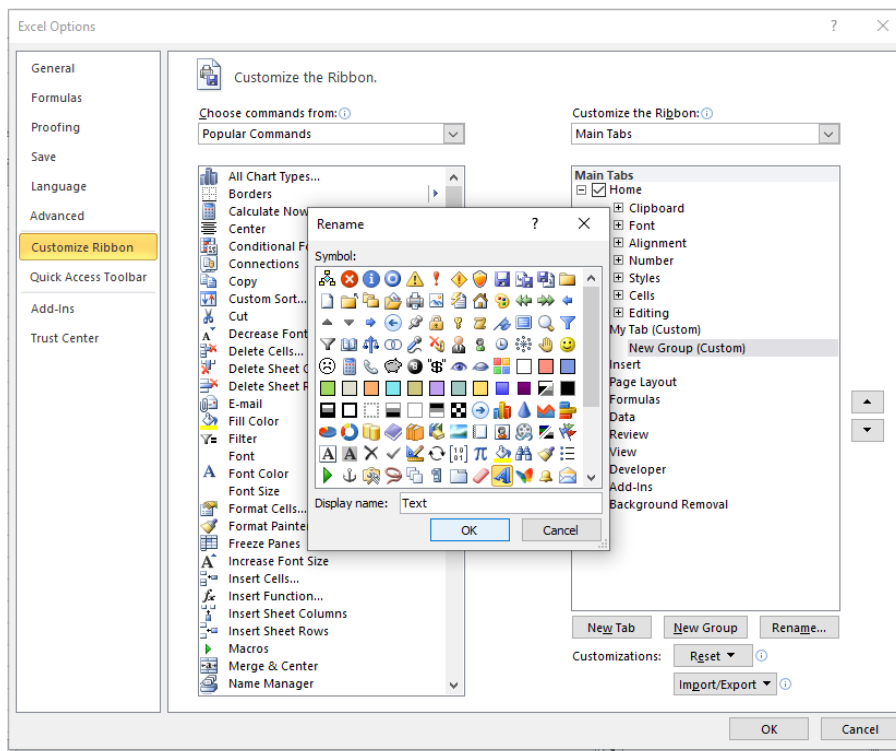
Step 5: To add new groups in the newly created tab, Right click on that tab and select Add New Group.



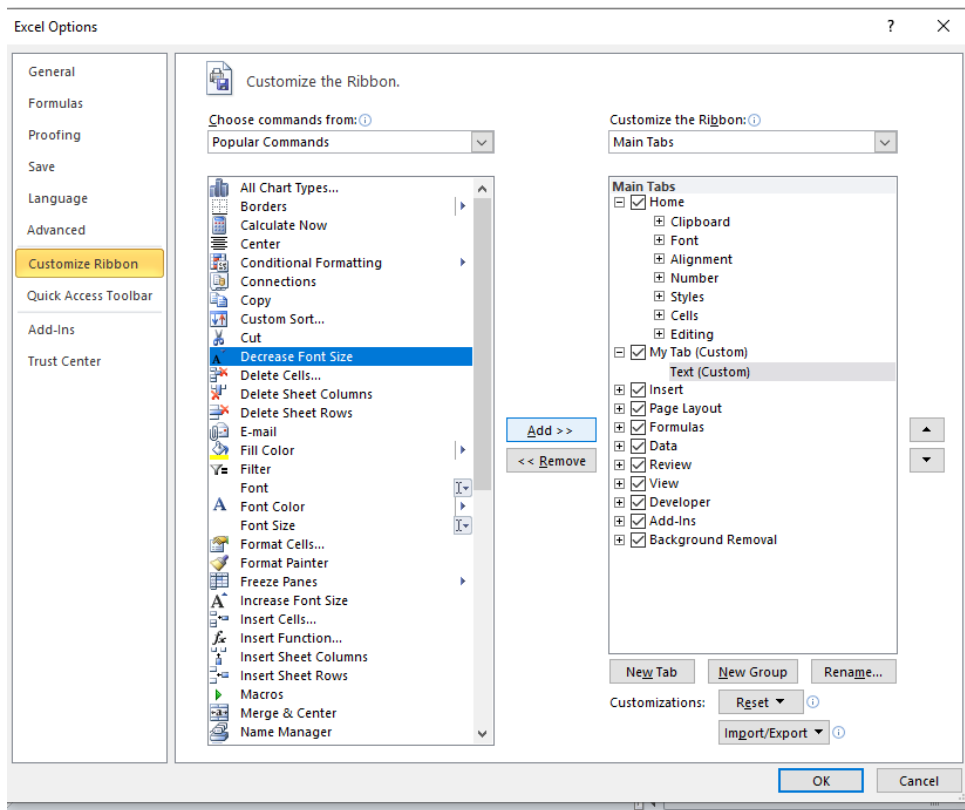
Step 6: To name the newly created group, right click on that group and select Rename.



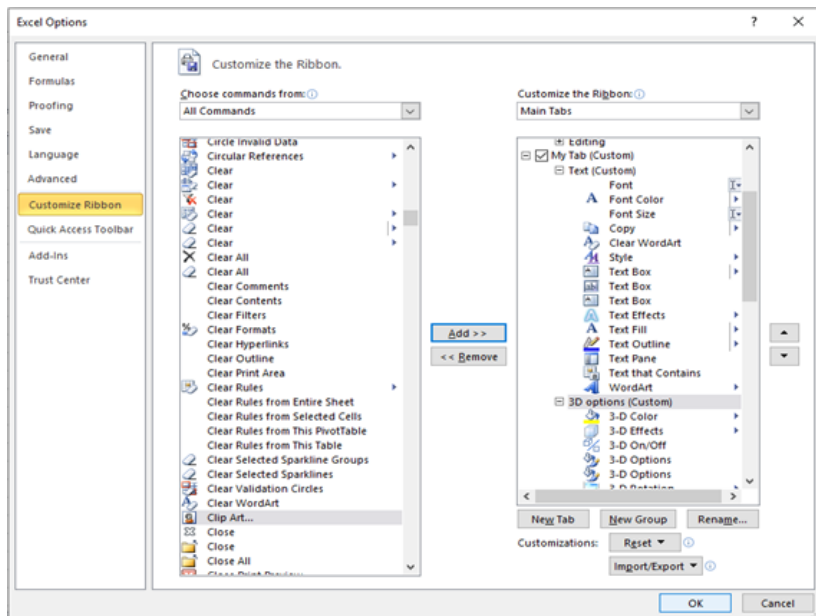
Step 7: To rename, Give name and optionally we can choose symbol also.



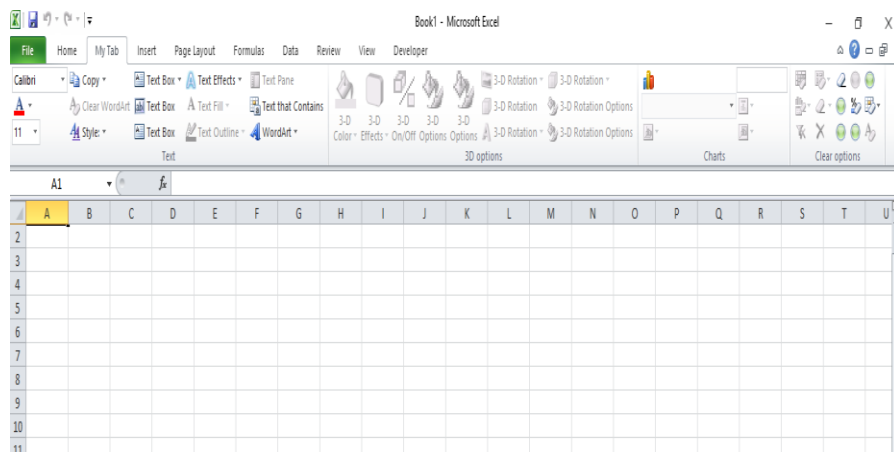
Step 8: To add commands to newly created group, select the commands from Choose commands from and click Add>> button. It will get added to the group.



Step 9: After adding groups and commands, click OK.



Step 10: View the newly created tab on the ribbon by selecting it.



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

Formatting Functions	Shortcut keys
Open the Format Cells dialog box	Ctrl+1
Format fonts in the Format Cells dialog box	Ctrl+Shift+F or Ctrl+Shift+P
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 (`)
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
Apply an outline border to the selected cells	Ctrl+Shift+Ampersand sign (&)
Remove the outline border from the selected cells	Ctrl+Shift+Underscore (_)
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

5. What distinguishes Excel from other analytical tools?

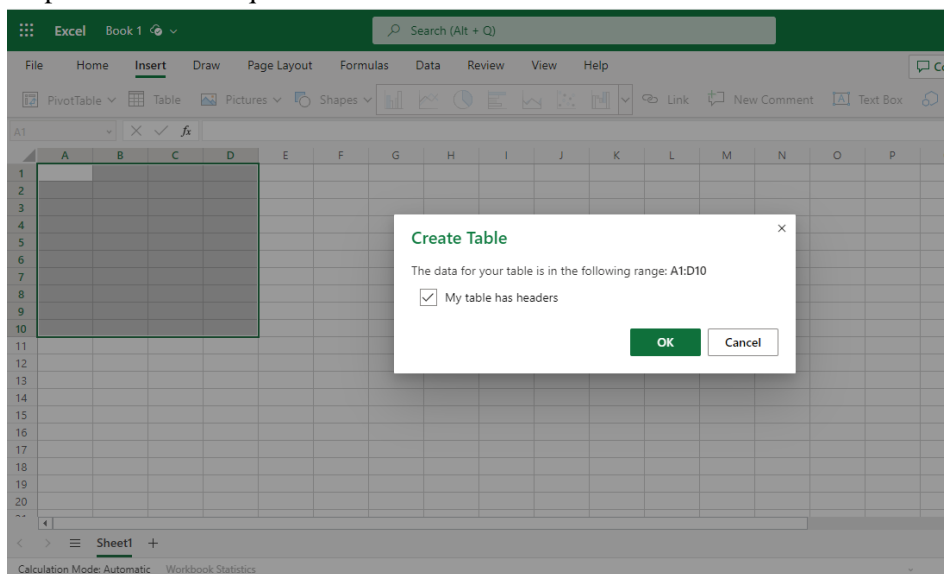
- Pivot charts visualize the data expressed in a pivot table, giving us insight at a glance. Pivot tables provide a simple approach to reformatting columns and rows, transforming them into groupings, statistics, or summaries.

- Conditional formatting allows you to highlight or hide cells based on a rule you specify. Apply the rules to one cell or multiple cells in the same worksheet. It is useful for highlighting outliers, duplicates, or patterns in data.
- Using conditional formatting rules, you can highlight the duplicate data to review it before deleting it.
- XLOOKUP is like a combination of VLOOKUP and HLOOKUP, since it can go either vertically or horizontally to lookup a value from a range. It essentially allows you to use a selected range as a lookup table and return a “looked up” result to a cell.
- The IFERROR function is used to create a custom error message when a formula results in an error. For example, we can use it to wrap our XLOOKUP function so it returns a clear message if the ID isn’t found.
- MATCH can be used when you need the position of a value in a range instead of the value itself.
- The RANK function orders a number by its size relative to other values in a list and returns the desired rank. That means the rank of the number would be its position if the list becomes sorted by ascending or descending order.

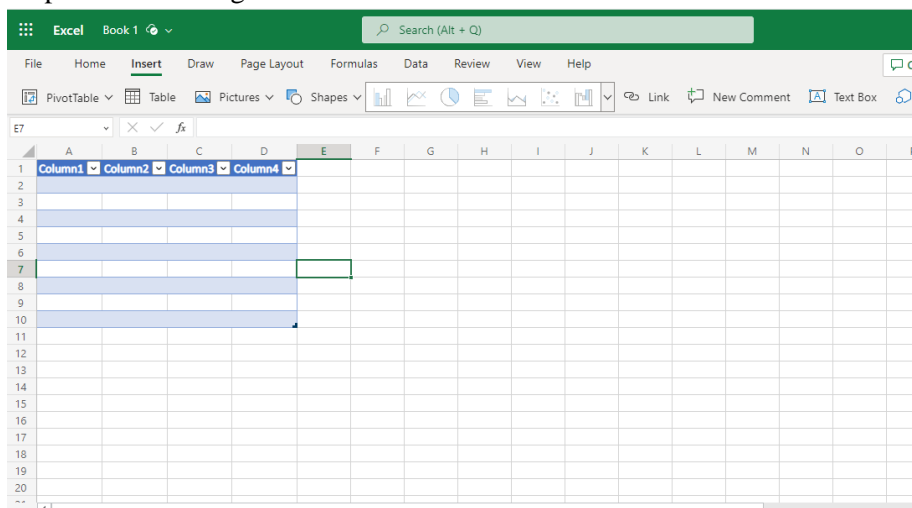
6. Create a table and add a custom header and footer to your table.

To create table and include headers:

Step 1: Select the required number of cells for the table. Then select Insert tab → Table.



Step 2: In the dialogue box check the box for table headers and click Ok.



We can add custom headers and footers to the entire workbook by selecting the Header & Footer option from Insert tab.