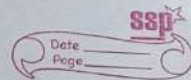


## Excel Assignment 6.



Q1. What are the various elements of the Excel interface? describe how they're used?  
→ The Excel Interface was designed to make importing and exporting multiple worksheets from more than one workbook very fast and easy to do. You can also create your own custom Import/Export code. You can access the Excel Interface from the Toolbox.

Q2. Write down the various application of Excel in the industry.

→ ① Calculating — find yourself running the same calculations over and over again? Build yourself a totally customized calculator in Excel by programming your commonly-used formulas. That way, you just need to punch in your digits and Excel will spit the answer out for you — no elbow grease required.

② Accounting —

③ charting

④ Inventory tracking

⑤ Calendars and schedules

⑥ seating charts

⑦ Goal Planning worksheet

⑧ mock-ups

⑨ Task list

⑩ checklist.



Q3. 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.

→ In the customize the Ribbon window, under the customize the Ribbon list, click the tab that you want to add a group to. Click New Group. To rename the new Group (Custom) group, right-click the group, click Rename, and then type a new name.

Q4. make a list of different shortcut keys that are only connected to formatting with their functions.

→ Ctrl + I Italic highlighted selection

① Ctrl + J Aligns the selected text or line to justify the screen

② Ctrl + K Insert a hyperlink

③ Ctrl + L Aligns the line or selected text to the left of the screen

④ Ctrl + M Indent the paragraph

⑤ Ctrl + N opens new, blank document window.

Q5. What distinguishes Excel from other analytical tools?

→ Use Excel when you need a low-cost, versatile tool for basic to more advanced data analysis. This is because Excel is most suitable for datasets of small to medium size and provides strong data processing features but somewhat limited visualization capabilities.



Q6. Create table and add a custom header and footer to your table.

→ Go to insert > Header & Footer. Excel displays the page setup dialog box. select custom header or custom footer. Use the buttons in the header or footer dialog box to insert specific header and footer elements.