**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.

**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%.

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

* Data entry
* Data management
* [Accounting](https://corporatefinanceinstitute.com/collections/accounting)
* [Financial analysis](https://corporatefinanceinstitute.com/collections/finance)
* Charting and graphing
* Programming
* Time management
* Task management
* [Financial modeling](https://corporatefinanceinstitute.com/resources/knowledge/modeling/what-is-financial-modeling/)
* Customer relationship management (CRM)
* Almost anything that needs to be organized!

**Q. 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.**

Most customizations to the Excel ribbon are done in the *Customize the Ribbon* window, which is part of *Excel Options*. So, to start customizing the ribbon, do one of the following:

* Go to *File* > *Options* > *Customize Ribbon*.
* Right-click on the ribbon and select Customize the Ribbon… from the context menu:

To make your favorite commands easily accessible, you can add your own tab to the Excel ribbon. Here's how:

1. In the Customize the Ribbon window, under the list of tabs, click the New Tab button.

This adds a custom tab with a custom group because commands can only be added to custom groups.

1. Select the newly created tab, named New Tab (Custom), and click the Rename…
2. When done, click OK to save the changes.

**How to add a custom group to a ribbon tab**

To add a new group to either a default or custom tab, this is what you need to do:

1. In the right part of the Customize the Ribbon window, select the tab to which you'd like to add a new group.
2. Click the New Group button. This adds a custom group, named New Group (Custom), at the bottom of the list of groups, meaning the group displays on the far-right end of the tab. To create a new group in a specific location, select the group after which the new group is to appear.

In this example, we're going to add a custom group to the end of the Home tab, so we select it, and click New Group:

1. To rename your custom group, select it, click the Rename… button, type the desired name, and click OK.

Optionally, from the Symbol box, select the icon to represent your custom group. This icon will appear on the ribbon when the Excel window is too narrow to show the commands, so only the group names and icons are displayed

1. Click OK to save and view your changes.

**How to add a command button to Excel ribbon**

Commands can only be added to custom groups. So, before adding a command, be sure to [create a custom group](https://www.ablebits.com/office-addins-blog/customize-ribbon-excel/#add-your-own-ribbon-group) on an inbuilt or custom tab first, and then perform the below steps.

1. In the list under Customize the Ribbon, select the target custom group.
2. In the Choose commands from drop-down list on the left, select the list from which you want to add commands, for example, Popular Commands or Commands Not in the Ribbon.
3. In the list of commands on the left, click the command you want to add.
4. Click the Add button.
5. Click OK to save the changes.

**Show icons instead of text labels on the ribbon**

If you're using a small monitor or a laptop with a small screen, every inch of screen space matters. To save some room on the Excel ribbon, you can remove text labels from your custom commands to show only icons. Here's how:

1. In the right part of the Customize the Ribbon window, right-click on a target custom group and select Hide Command Labels from the context menu.
2. Click OK to save the changes.

**Rename ribbon tabs, groups and commands**

In addition to giving your own names to custom tabs and groups that you create, Excel allows you to rename the built-in tabs and groups. However, you cannot change names of the inbuilt commands, only commands added to custom groups can be renamed.

To rename a tab, group or custom command, carry out these steps:

1. On the right side of the Customize the Ribbon window, click on the item you want to rename.
2. Click the Rename button below the list if tabs.
3. In the Display name box, type the name you want, and click OK.
4. Click OK to close the Excel Options window and view your changes.

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

|  |  |
| --- | --- |
| To do this | Press |
| Close a workbook. | Ctrl+W |
| Open a workbook. | Ctrl+O |
| Go to the Home tab. | Alt+H |
| Save a workbook. | Ctrl+S |
| Copy selection. | Ctrl+C |
| Paste selection. | Ctrl+V |
| Undo recent action. | Ctrl+Z |
| Remove cell contents. | Delete |
| Choose a fill color. | Alt+H, H |
| Cut selection. | Ctrl+X |
| Go to the Insert tab. | Alt+N |
| Apply bold formatting. | Ctrl+B |
| Center align cell contents. | Alt+H, A, C |
| Go to the Page Layout tab. | Alt+P |
| Go to the Data tab. | Alt+A |
| Go to the View tab. | Alt+W |
| Open the context menu. | Shift+F10 or |
| Open the context menu. | Windows Menu key |
| Add borders. | Alt+H, B |
| Delete column. | Alt+H, D, C |
| Go to the Formula tab. | Alt+M |
| Hide the selected rows. | Ctrl+9 |
| Hide the selected columns. | Ctrl+0 |

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

Microsoft Excel is great at what it does, but it lacks the features of a full analytics platform. While you can view, share, and manipulate data with Excel, the functionality available to perform each of those tasks is limited, not always intuitive, and difficult to replicate. A full analytics platform expands your ability to organize data, build predictive models, and share data with reports and dashboards.

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

1. Click the worksheet or worksheets, chart sheet, or chart where you want to add or change headers or footers.
2. On the Page Layout tab, in the Page Setup group, click the Dialog Box Launcher

Excel displays the Page Setup dialog box.

1. On the Header/Footer tab, click Custom Header or Custom Footer.
2. Click in the Left, Center, or Right section box, and then click any of the buttons to add the header or footer information that you want in that section.