1. **What are the various elements of the Excel interface? Describe how they're used.**
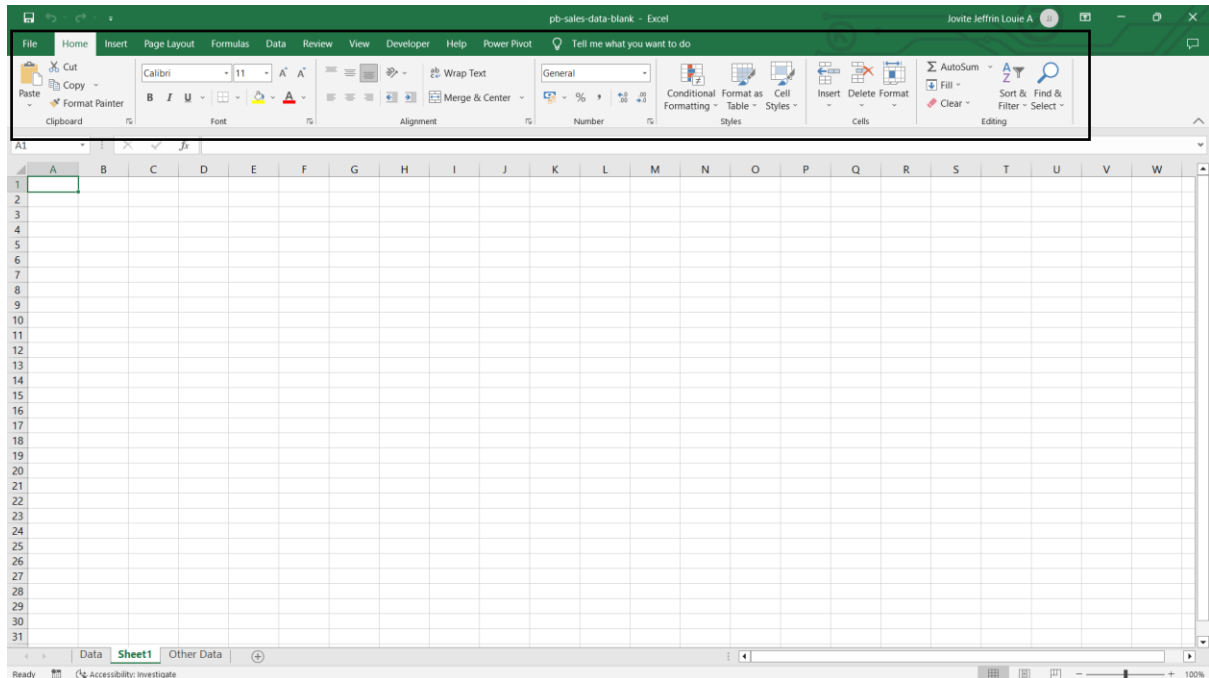
RIBBON: Excel Ribbon is a strip of buttons and icons (refer below image) in Excel Workbook window where Excel commands are located. The buttons and icons of Excel Ribbon are grouped in to different tabs based on the category of their functionalities.

RIBBON OPTIONS: When you click Ribbon Options button, three different options related with the display of Ribbon is shown.
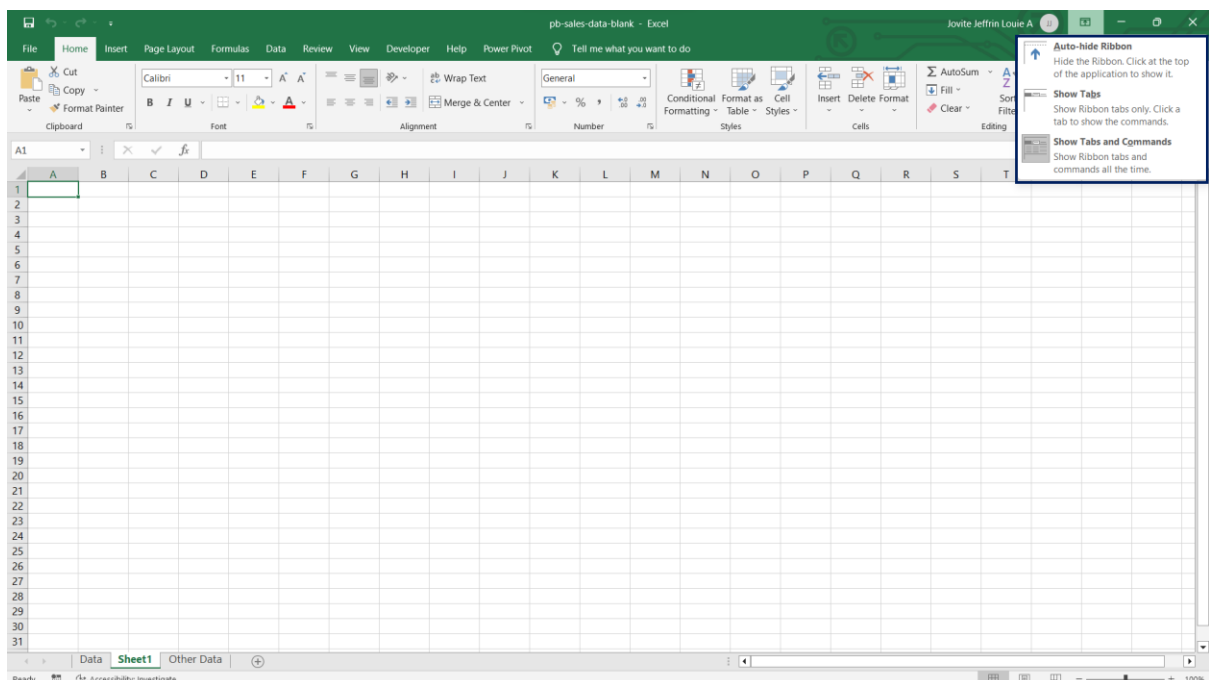
FORMULA BAR: Excel Formula bar has three parts. The left most is the "Cell Name Box", middle one "Formula Bar Buttons" and right one is the contents of the currently selected cell. The data or formula entered in the Active cell will appear in right-most section.
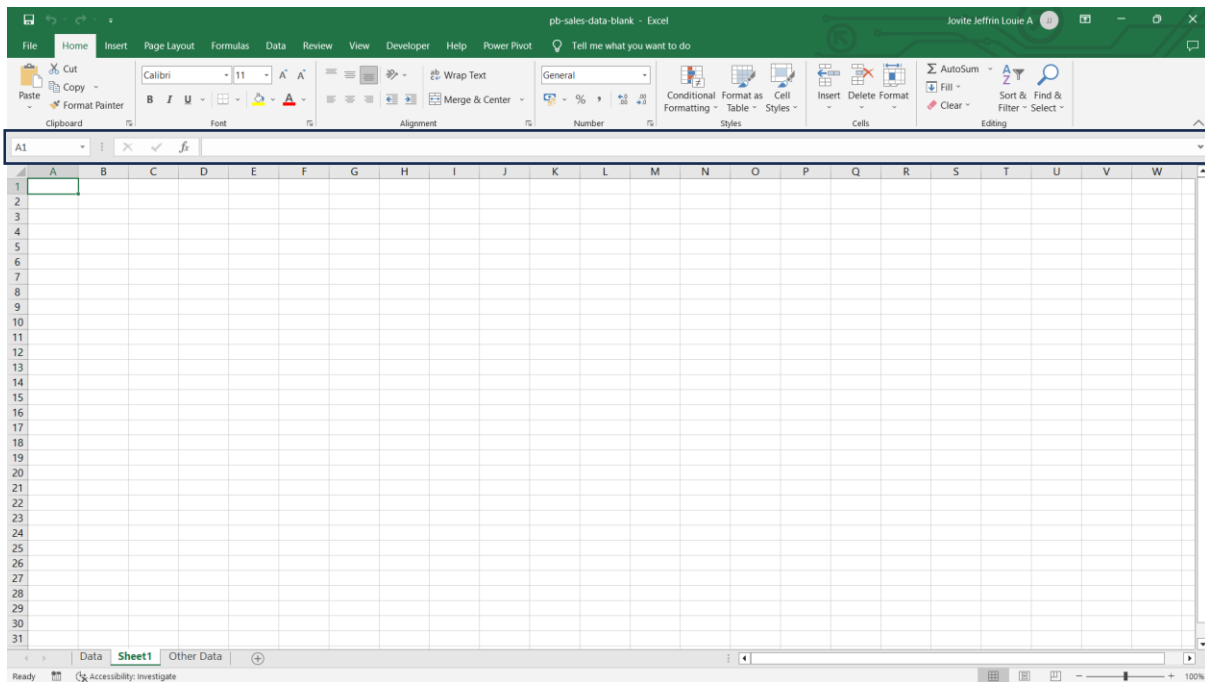
And Column letters, row numbers, active cell, file button etc. are the various elements in the excel interface.

### 2. Write down the various applications 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: Budget plans, forecasts, expense tracking, financial reports, loan calculators, and more. Excel was pretty much designed to meet these different accounting needs. And, considering that 89 percent of companies utilize Excel for its various accounting functions, it obviously fits the bill.

3. Charting: Pie charts, scatter charts, line charts, bar charts, area charts, column charts—the list goes on and on. If you need to find a way to represent data in a more visual and digestible way, Excel's ability to transform rows and columns of digits into beautiful charts is sure to become one of your favorite things about it.

4. Inventory tracking: Tracking inventory can be a headache. Fortunately, Excel can help to keep employees, business owners, or even individuals organized and on top of their inventory—before any major problems crop up.

5. Calendars and schedules: Need to map out a content calendar for your blog or website? Lesson plans for your classroom? A PTO schedule for you and all of your co-workers? A daily schedule for you or your family? When it comes to various calendars, Excel can be surprisingly robust.

6. Seating charts: From a large corporate luncheon to a wedding, arranging a seating chart can be a royal headache. Fortunately, Excel can make it a total breeze. If you're a real whiz, you'll be able to automatically create your seating chart using your spreadsheet of RSVPs. Need help getting

this done? This article provides a detailed walkthrough of how you can create a seating chart in Excel.

7. Goal planning worksheet: From professional goals to fitness goals to financial goals, it helps to have something to keep you focused and on track. Enter the beauty of Excel. Using the tool, you can create various worksheets, logs, and planning documents to help you monitor your progress—and, hopefully, cross the finish line.

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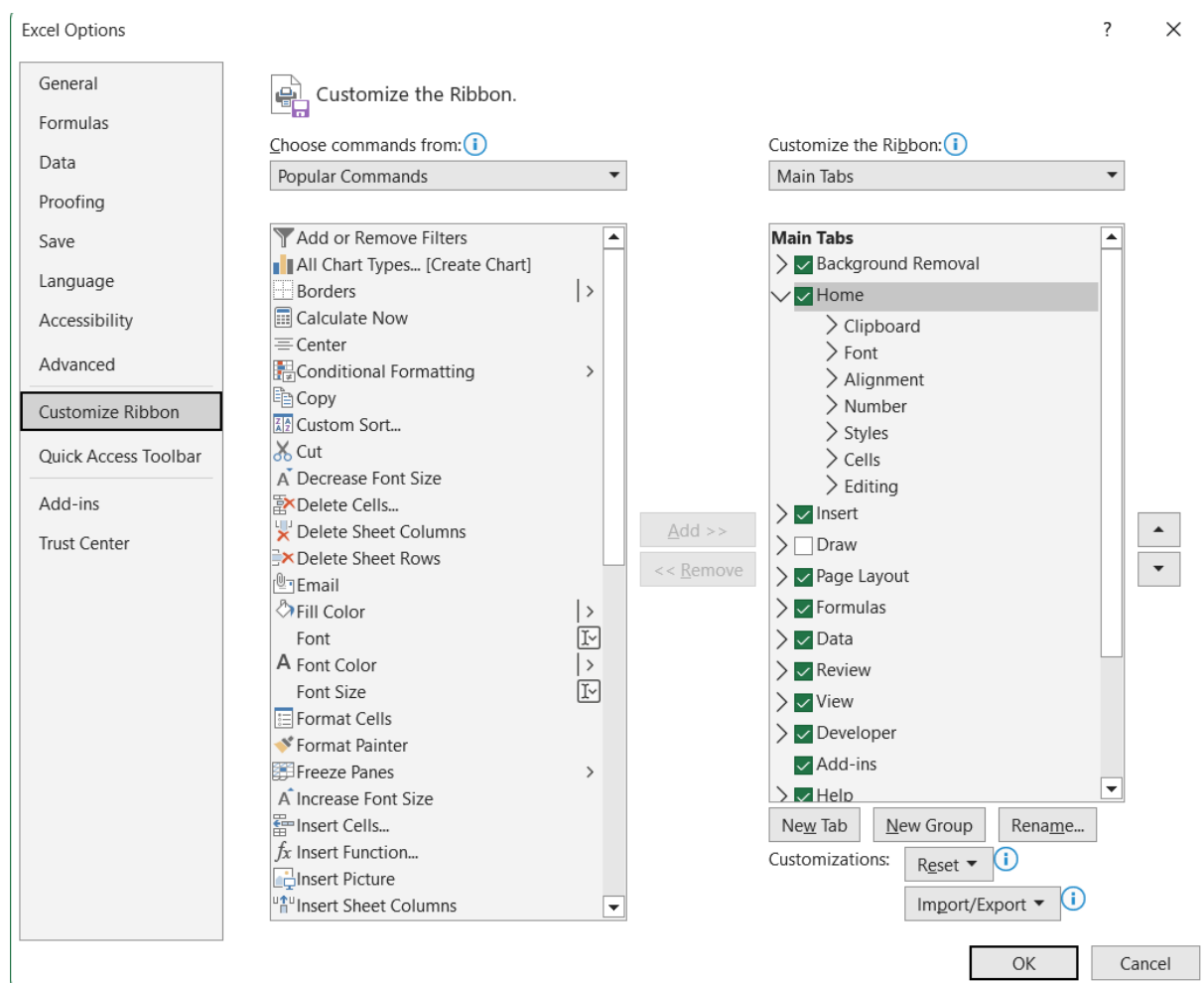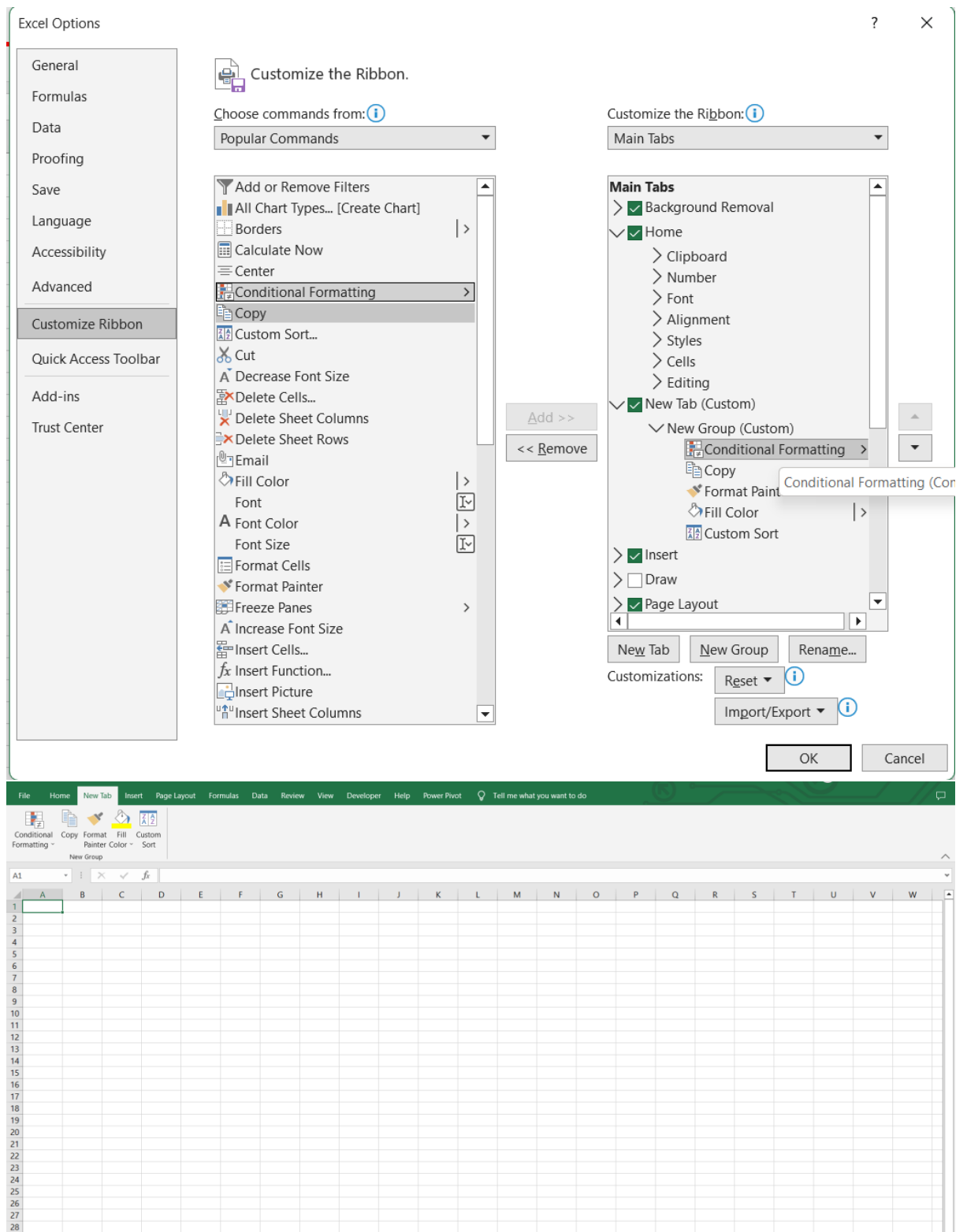
4. **Make a list of different shortcut keys that are only connected to formatting with their functions.**

   - Ctrl + Shift + # - Apply date format.
   - Ctrl + Shift + @ - Apply time format.
   - Ctrl + Shift + ! - Apply number format.
   - Ctrl + 1 - Open the Format Cells dialog box.
   - Ctrl + B - Apply or remove bold format

5. What distinguishes Excel from other analytical tools?

Data processing work under general office requirements and Data management and storage of small and medium-sized companies. Simple statistical analysis for students or teachers (such as analysis of variance, regression analysis, etc.). Assistant tool of data analysts. Production of charts for some business magazines and newspapers (data visualization).

Advantages:

- It's easy to get started with Excel.
- The learning resources are very rich.
- You can do a lot of things with Excel: modelling, visualization, reports, dynamic charts, etc.
- It can help you understand the meaning of many operations before further learning other tools (such as Python and R).

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

Student's record

Roll No.	Name of the student	Sub-1	Sub-2	Sub-3	Sub-4	Sub-5	Sub-6
100101	Rohan	72	55	52	69	95	32
100102	Mohan	65	51	63	85	71	69
100103	Ravi	72	56	78	85	47	68
100104	Ruby	68	71	85	84	78	60
100105	Radhika	80	78	58	65	68	45
100106	Rakhi	61	78	45	62	75	64
100107	David	78	69	96	52	63	87
100108	Monika	96	85	86	84	45	63
100109	Tommy	75	63	54	63	61	98
100110	Rakesh	63	52	96	87	78	45
							Total

Student's record

Total	Average	Rank	percentage
375	62.5	10	9.04
404	67.33333333	7	9.74
406	67.66666667	6	9.79
446	74.33333333	2	10.75
394	65.66666667	8	9.50
385	64.16666667	9	9.28
445	74.16666667	3	10.73
459	76.5	1	11.06
414	69	5	9.98
421	70.16666667	4	10.15
4149			