Q. 1) What are the various elements of the excel interface) Describe how they are used.

⟹ Title bar, Menu bar, Tool bar, column headi-ng, row heading, name box, formula bar etc..

① The title bar displays both the name of the application and the name of the spreadsheet.

② The menu bar displays all of the menus available for use in Excel.

③ Some commands in the menus have pictures or icons associated with them.

④ Each excel sheet contains 256 columns. Each column is named by a letter or combination of letters.

⑤ Each spreadsheet contains 65,536 rows. Each row is named by a number.

Q. 2) Write down various applications of Excel in the industry-

⟹ It is used in —
① Business analysis. ② People Management.
③ Managing operations ④ Performance reporting. ⑤ office Administrations etc..

Q. 3) Make a list of different shortcut keys that are only connected to formatting with their functions-

⟹ ① Ctrl + N ⟹ Create a new workbook.
② Ctrl + O ⟹ To open a saved workbook.
③ Ctrl + S ⟹ To save a workbook.
④ Ctrl + A ⟹ To select all the content in a workbook.
⑤ Ctrl + K ⟹ To insert a hyperlink in a cell.
⑥ Ctrl + R ⟹ To fill the selected cell with the content of the cell on the left.
⑦ Ctrl + U ⟹ To underline highlighted cells.

Q.4) What distinguishes Excel from other analytical tools?

→ ① Excel is used to organize data, transform it and perform mathematical operations. On the other hand, analytical tools like Power-BI is used for data visualization.

② Excel has limitations in the amount of data it can work with. In contrast, Power-BI can handle much larger amount of data.

③ Power-BI has faster processing than excel.

④ Power-BI is more user friendly and easy to use as compared to excel.

⑤ Power-BI can connect to a large amount of data sources, while excel's connectivity capacity is limited.

Q.5) Create a table and add a custom header and footer to the table.

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Q 6) On the ribbon make a new tab. Add some different groups, insert commands in the groups and name them accordingly to their commands added. Copy and paste the screenshots of the steps you followed.

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