

que1) What are the various elements of the Excel interface? Describe how they are used.

- Workbook - Which is also called a spreadsheet, it is a uniquely defined file in excel.
- Title bar - Displays name of the application and the name of the workbook.
- Ribbon - A ribbon is a command bar that organises a program's feature into a series of tabs at the top of the window.
- Search tab - Which is at top of the ribbon, used to search a formula, shortcuts quickly.
- Formula bar - Which is used to display the formula that has been entered in a cell.
- Name box - Shows the location of the active cell, row or column.
- Scrollbars - It is a tool that is used to move through horizontal and vertical directions in excel. There are two scroll bars, one to move left to right and another to move up to down.
- Column bar - It is located below the formula bar. Letters from A to Z are used to indicate columns; there are a total of 16,384 columns in a spreadsheet.
- Row bar - It is located on the left side of the spreadsheet. Numbers are used to indicate the rows , there are a total of 1,048,576 rows.
- Cell - A cell is an area where the data and formula has been entered and also all the excel operations take place. The first cell is named A1.
- Leaf bar - It is present at the bottom of the spreadsheet which is used to indicate the sheets in excel. Default it shows Sheet1, in which we can delete, rename, it.

que2) Write down various applications of Excel in industries?

- Data Entry , Modification and storage.
- Performing calculations.
- Data analysis and interpretations.
- Data reporting and visualisation.

- Accounting and Budgeting.
- Calendars and schedules.
- Administrative and managerial duties.
- Forecasting.

que3) 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?

que4) Make a list of different shortcut keys that are only connected to formatting with their functions?

- Ctrl + 1 - Opens format cell dialogue box.
- Ctrl + I - Apply or remove Italic text formatting
- Ctrl + B - Apply or remove Bold text formatting
- Ctrl + U - Apply or remove Underline text formatting
- Ctrl + 5 - Apply or remove striking formatting
- Ctrl + Shift + & - Apply border to cell
- Ctrl + Shift + _ - Remove border to cell
- Ctrl + Shift + ~ - Apply number format
- Ctrl + Shift + \$ - Apply currency format
- Ctrl + Shift + % - Apply percentage format with no decimals
- Ctrl + Shift + # - Apply date format

que5) What distinguishes Excel from other analytical tools?

- Data processing work for general office requirements.
- Data management and storage of small and medium-sized companies.
- Simple statistical analysis for students or teachers.
- Combine Word and PowerPoint to create data analysis reports.
- Easy to learn data analysis with Excel.
- Learning resources are vast in excel.

- We can do a lot of things with Excel like modelling, visualisation, reports, dynamic charts, etc.
- It can help us understand the meaning of many operations before further learning other tools (such as Python and R).

que6) Create table and add custom header and footer to your table?

Excel

Sheet1

Roll No	Name of Applicant	Gr10	Gr11	Gr12	Gr13	Gr14	Gr15	Gr16	Gr17	Gr18	Gr19	Gr20	Gr21	Gr22	Gr23	Gr24	Gr25	Gr26	Gr27	Gr28	Gr29	Gr30	Gr31	Gr32	Gr33	Gr34	Gr35	Gr36	Gr37	Gr38	Gr39	Gr40	Gr41	Gr42	Gr43	Gr44	Gr45	Gr46	Gr47	Gr48	Gr49	Gr50	Gr51	Gr52	Gr53	Gr54	Gr55	Gr56	Gr57	Gr58	Gr59	Gr60	Gr61	Gr62	Gr63	Gr64	Gr65	Gr66	Gr67	Gr68	Gr69	Gr70	Gr71	Gr72	Gr73	Gr74	Gr75	Gr76	Gr77	Gr78	Gr79	Gr80	Gr81	Gr82	Gr83	Gr84	Gr85	Gr86	Gr87	Gr88	Gr89	Gr90	Gr91	Gr92	Gr93	Gr94	Gr95	Gr96	Gr97	Gr98	Gr99	Gr100	Gr101	Gr102	Gr103	Gr104	Gr105	Gr106	Gr107	Gr108	Gr109	Gr110	Gr111	Gr112	Gr113	Gr114	Gr115	Gr116	Gr117	Gr118	Gr119	Gr120	Gr121	Gr122	Gr123	Gr124	Gr125	Gr126	Gr127	Gr128	Gr129	Gr130	Gr131	Gr132	Gr133	Gr134	Gr135	Gr136	Gr137	Gr138	Gr139	Gr140	Gr141	Gr142	Gr143	Gr144	Gr145	Gr146	Gr147	Gr148	Gr149	Gr150	Gr151	Gr152	Gr153	Gr154	Gr155	Gr156	Gr157	Gr158	Gr159	Gr160	Gr161	Gr162	Gr163	Gr164	Gr165	Gr166	Gr167	Gr168	Gr169	Gr170	Gr171	Gr172	Gr173	Gr174	Gr175	Gr176	Gr177	Gr178	Gr179	Gr180	Gr181	Gr182	Gr183	Gr184	Gr185	Gr186	Gr187	Gr188	Gr189	Gr190	Gr191	Gr192	Gr193	Gr194	Gr195	Gr196	Gr197	Gr198	Gr199	Gr200	Gr201	Gr202	Gr203	Gr204	Gr205	Gr206	Gr207	Gr208	Gr209	Gr210	Gr211	Gr212	Gr213	Gr214	Gr215	Gr216	Gr217	Gr218	Gr219	Gr220	Gr221	Gr222	Gr223	Gr224	Gr225	Gr226	Gr227	Gr228	Gr229	Gr230	Gr231	Gr232	Gr233	Gr234	Gr235	Gr236	Gr237	Gr238	Gr239	Gr240	Gr241	Gr242	Gr243	Gr244	Gr245	Gr246	Gr247	Gr248	Gr249	Gr250	Gr251	Gr252	Gr253	Gr254	Gr255	Gr256	Gr257	Gr258	Gr259	Gr260	Gr261	Gr262	Gr263	Gr264	Gr265	Gr266	Gr267	Gr268	Gr269	Gr270	Gr271	Gr272	Gr273	Gr274	Gr275	Gr276	Gr277	Gr278	Gr279	Gr280	Gr281	Gr282	Gr283	Gr284	Gr285	Gr286	Gr287	Gr288	Gr289	Gr290	Gr291	Gr292	Gr293	Gr294	Gr295	Gr296	Gr297	Gr298	Gr299	Gr300	Gr301	Gr302	Gr303	Gr304	Gr305	Gr306	Gr307	Gr308	Gr309	Gr310	Gr311	Gr312	Gr313	Gr314	Gr315	Gr316	Gr317	Gr318	Gr319	Gr320	Gr321	Gr322	Gr323	Gr324	Gr325	Gr326	Gr327	Gr328	Gr329	Gr330	Gr331	Gr332	Gr333	Gr334	Gr335	Gr336	Gr337	Gr338	Gr339	Gr340	Gr341	Gr342	Gr343	Gr344	Gr345	Gr346	Gr347	Gr348	Gr349	Gr350	Gr351	Gr352	Gr353	Gr354	Gr355	Gr356	Gr357	Gr358	Gr359	Gr360	Gr361	Gr362	Gr363	Gr364	Gr365	Gr366	Gr367	Gr368	Gr369	Gr370	Gr371	Gr372	Gr373	Gr374	Gr375	Gr376	Gr377	Gr378	Gr379	Gr380	Gr381	Gr382	Gr383	Gr384	Gr385	Gr386	Gr387	Gr388	Gr389	Gr390	Gr391	Gr392	Gr393	Gr394	Gr395	Gr396	Gr397	Gr398	Gr399	Gr400	Gr401	Gr402	Gr403	Gr404	Gr405	Gr406	Gr407	Gr408	Gr409	Gr410	Gr411	Gr412	Gr413	Gr414	Gr415	Gr416	Gr417	Gr418	Gr419	Gr420	Gr421	Gr422	Gr423	Gr424	Gr425	Gr426	Gr427	Gr428	Gr429	Gr430	Gr431	Gr432	Gr433	Gr434	Gr435	Gr436	Gr437	Gr438	Gr439	Gr440	Gr441	Gr442	Gr443	Gr444	Gr445	Gr446	Gr447	Gr448	Gr449	Gr450	Gr451	Gr452	Gr453	Gr454	Gr455	Gr456	Gr457	Gr458	Gr459	Gr460	Gr461	Gr462	Gr463	Gr464	Gr465	Gr466	Gr467	Gr468	Gr469	Gr470	Gr471	Gr472	Gr473	Gr474	Gr475	Gr476	Gr477	Gr478	Gr479	Gr480	Gr481	Gr482	Gr483	Gr484	Gr485	Gr486	Gr487	Gr488	Gr489	Gr490	Gr491	Gr492	Gr493	Gr494	Gr495	Gr496	Gr497	Gr498	Gr499	Gr500	Gr501	Gr502	Gr503	Gr504	Gr505	Gr506	Gr507	Gr508	Gr509	Gr510	Gr511	Gr512	Gr513	Gr514	Gr515	Gr516	Gr517	Gr518	Gr519	Gr520	Gr521	Gr522	Gr523	Gr524	Gr525	Gr526	Gr527	Gr528	Gr529	Gr530	Gr531	Gr532	Gr533	Gr534	Gr535	Gr536	Gr537	Gr538	Gr539	Gr540	Gr541	Gr542	Gr543	Gr544	Gr545	Gr546	Gr547	Gr548	Gr549	Gr550	Gr551	Gr552	Gr553	Gr554	Gr555	Gr556	Gr557	Gr558	Gr559	Gr560	Gr561	Gr562	Gr563	Gr564	Gr565	Gr566	Gr567	Gr568	Gr569	Gr570	Gr571	Gr572	Gr573	Gr574	Gr575	Gr576	Gr577	Gr578	Gr579	Gr580	Gr581	Gr582	Gr583	Gr584	Gr585	Gr586	Gr587	Gr588	Gr589	Gr590	Gr591	Gr592	Gr593	Gr594	Gr595	Gr596	Gr597	Gr598	Gr599	Gr600	Gr601	Gr602	Gr603	Gr604	Gr605	Gr606	Gr607	Gr608	Gr609	Gr610	Gr611	Gr612	Gr613	Gr614	Gr615	Gr616	Gr617	Gr618	Gr619	Gr620	Gr621	Gr622	Gr623	Gr624	Gr625	Gr626	Gr627	Gr628	Gr629	Gr630	Gr631	Gr632	Gr633	Gr634	Gr635	Gr636	Gr637	Gr638	Gr639	Gr640	Gr641	Gr642	Gr643	Gr644	Gr645	Gr646	Gr647	Gr648	Gr649	Gr650	Gr651	Gr652	Gr653	Gr654	Gr655	Gr656	Gr657	Gr658	Gr659	Gr660	Gr661	Gr662	Gr663	Gr664	Gr665	Gr666	Gr667	Gr668	Gr669	Gr670	Gr671	Gr672	Gr673	Gr674	Gr675	Gr676	Gr677	Gr678	Gr679	Gr680	Gr681	Gr682	Gr683	Gr684	Gr685	Gr686	Gr687	Gr688	Gr689	Gr690	Gr691	Gr692	Gr693	Gr694	Gr695	Gr696	Gr697	Gr698	Gr699	Gr700	Gr701	Gr702	Gr703	Gr704	Gr705	Gr706	Gr707	Gr708	Gr709	Gr710	Gr711	Gr712	Gr713	Gr714	Gr715	Gr716	Gr717	Gr718	Gr719	Gr720	Gr721	Gr722	Gr723	Gr724	Gr725	Gr726	Gr727	Gr728	Gr729	Gr730	Gr731	Gr732	Gr733	Gr734	Gr735	Gr736	Gr737	Gr738	Gr739	Gr740	Gr741	Gr742	Gr743	Gr744	Gr745	Gr746	Gr747	Gr748	Gr749	Gr750	Gr751	Gr752	Gr753	Gr754	Gr755	Gr756	Gr757	Gr758	Gr759	Gr760	Gr761	Gr762	Gr763	Gr764	Gr765	Gr766	Gr767	Gr768	Gr769	Gr770	Gr771	Gr772	Gr773	Gr774	Gr775	Gr776	Gr777	Gr778	Gr779	Gr780	Gr781	Gr782	Gr783	Gr784	Gr785	Gr786	Gr787	Gr788	Gr789	Gr790	Gr791	Gr792	Gr793	Gr794	Gr795	Gr796	Gr797	Gr798	Gr799	Gr800	Gr801	Gr802	Gr803	Gr804	Gr805	Gr806	Gr807	Gr808	Gr809	Gr810	Gr811	Gr812	Gr813	Gr814	Gr815	Gr816	Gr817	Gr818	Gr819	Gr820	Gr821	Gr822	Gr823	Gr824	Gr825	Gr826	Gr827	Gr828	Gr829	Gr830	Gr831	Gr832	Gr833	Gr834	Gr835	Gr836	Gr837	Gr838	Gr839	Gr840	Gr841	Gr842	Gr843	Gr844	Gr845	Gr846	Gr847	Gr848	Gr849	Gr850	Gr851	Gr852	Gr853	Gr854	Gr855	Gr856	Gr857	Gr858	Gr859	Gr860	Gr861	Gr862	Gr863	Gr864	Gr865	Gr866	Gr867	Gr868	Gr869	Gr870	Gr871	Gr872	Gr873	Gr874	Gr875	Gr876	Gr877	Gr878	Gr879	Gr880	Gr881	Gr882	Gr883	Gr884	Gr885	Gr886	Gr887	Gr888	Gr889	Gr890	Gr891	Gr892	Gr893	Gr894	Gr895	Gr896	Gr897	Gr898	Gr899	Gr900	Gr901	Gr902	Gr903	Gr904	Gr905	Gr906	Gr907	Gr908	Gr909	Gr910	Gr911	Gr912	Gr913	Gr914	Gr915	Gr916	Gr917	Gr918	Gr919	Gr920	Gr921	Gr922	Gr923	Gr924	Gr925	Gr926	Gr927	Gr928	Gr929	Gr930	Gr931	Gr932	Gr933	Gr934	Gr935	Gr936	Gr937	Gr938	Gr939	Gr940	Gr941	Gr942	Gr943	Gr944	Gr945	Gr946	Gr947	Gr948	Gr949	Gr950	Gr951	Gr952	Gr953	Gr954	Gr955	Gr956	Gr957	Gr958	Gr959	Gr960	Gr961	Gr962	Gr963	Gr964	Gr965	Gr966	Gr967	Gr968	Gr969	Gr970	Gr971	Gr972	Gr973	Gr974	Gr975	Gr976	Gr977	Gr978	Gr979	Gr980	Gr981	Gr982	Gr983	Gr984	Gr985	Gr986	Gr987	Gr988	Gr989	Gr990	Gr991	Gr992	Gr993	Gr994	Gr995	Gr996	Gr997	Gr998	Gr999	Gr1000	Gr1001	Gr1002	Gr1003	Gr1004	Gr1005	Gr1006	Gr1007	Gr1008	Gr1009	Gr1010	Gr1011	Gr1012	Gr1013	Gr1014	Gr1015	Gr1016	Gr1017	Gr1018	Gr1019	Gr1020	Gr1021	Gr1022	Gr1023	Gr1024	Gr1025	Gr1026	Gr1027	Gr1028	Gr1029	Gr1030	Gr1031	Gr1032	Gr1033	Gr1034	Gr1035	Gr1036	Gr1037	Gr1038	Gr1039	Gr1040	Gr1041	Gr1042	Gr1043	Gr1044	Gr1045	Gr1046	Gr1047	Gr1048	Gr1049	Gr1050	Gr1051	Gr1052	Gr1053	Gr1054	Gr1055	Gr1056	Gr1057	Gr1058	Gr1059	Gr1060	Gr1061	Gr1062	Gr1063	Gr1064	Gr1065	Gr1066	Gr1067	Gr1068	Gr1069	Gr1070	Gr1071	Gr1072	Gr1073	Gr1074	Gr1075	Gr1076	Gr1077	Gr1078	Gr1079	Gr1080	Gr1081	Gr1082	Gr1083	Gr1084	Gr1085	Gr1086	Gr1087	Gr1088	Gr1089	Gr1090	Gr1091	Gr1092	Gr1093	Gr1094	Gr1095	Gr1096	Gr1097	Gr1098	Gr1099	Gr1100	Gr1101	Gr1102	Gr1103	Gr1104	Gr1105	Gr1106	Gr1107	Gr1108	Gr1109	Gr1110	Gr1111	Gr1112	Gr1113	Gr1114	Gr1115	Gr1116	Gr1117	Gr1118	Gr1119	Gr1120	Gr1121	Gr1122	Gr1123	Gr1124	Gr1125	Gr1126	Gr1127	Gr1128	Gr1129	Gr1130	Gr1131	Gr1132	Gr1133	Gr1134	Gr1135	Gr1136	Gr1137	Gr1138	Gr1139	Gr1140	Gr1141	Gr1142	Gr1143	Gr1144	Gr1145	Gr1146	Gr1147	Gr1148	Gr1149	Gr1150	Gr1151	Gr1152	Gr1153	Gr1154	Gr1155	Gr1156	Gr1157	Gr1158	Gr1159	Gr1160	Gr1161	Gr1162	Gr1163	Gr1164	Gr1165	Gr1166	Gr1167	Gr1168	Gr1169	Gr1170	Gr1171	Gr1172	Gr1173	Gr1174	Gr1175	Gr1176	Gr1177	Gr1178	Gr1179	Gr1180	Gr1181	Gr1182	Gr1183	Gr1184	Gr1185	Gr1186	Gr1187	Gr1188	Gr1189	Gr1190	Gr1191	Gr1192	Gr1193	Gr1194	Gr1195	Gr1196	Gr1197	Gr1198	Gr1199	Gr1200	Gr1201	Gr1202	Gr1203	Gr1204	Gr1205	Gr1206	Gr1207	Gr1208	Gr1209	Gr1210	Gr1211	Gr1212	Gr1213	Gr1214	Gr1215	Gr1216	Gr1217	Gr1218	Gr1219	Gr1220	Gr1221	Gr1222	Gr1223	Gr1224	Gr1225	Gr1226	Gr1227	Gr1228	Gr1229	Gr1230	Gr1231	Gr1232	Gr1233	Gr1234	Gr1235	Gr1236	Gr1237	Gr1238	Gr1239	Gr1240	Gr1241	Gr1242	Gr1243	Gr1244	Gr1245	Gr1246	Gr1247	Gr1248	Gr1249	Gr1250	Gr1251	Gr1252	Gr1253	Gr1254	Gr1255	Gr1256	Gr1257	Gr1258	Gr1259	Gr1260	Gr1261	Gr1262	Gr1263	Gr1264	Gr1265	Gr1266	Gr1267	Gr1268	Gr1269	Gr1270	Gr1271	Gr1272	Gr1273	Gr1274	Gr1275	Gr1276	Gr1277	Gr1278	Gr1279	Gr1280	Gr1281	Gr1282	Gr1283	Gr1284	Gr1285	Gr1286	Gr1287	Gr1288	Gr1289	Gr1290	Gr1291	Gr1292	Gr1293	Gr1294	Gr1295	Gr1296	Gr1297	Gr1298	Gr1299	Gr1300	Gr1301	Gr1302	Gr1303	Gr1304	Gr1305	Gr1306	Gr1307	Gr1308	Gr1309	Gr1310	Gr1311	Gr1312	Gr1313	Gr1314	Gr1315	Gr1316	Gr1317	Gr1318	Gr1319	Gr1320	Gr1321	Gr1322	Gr1323	Gr1324	Gr1325	Gr1326	Gr1327	Gr1328	Gr13
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