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?