Excel Assignment #6

Ans.1 – **The following are the basic elements of the Microsoft Excel Window:**

* Quick Access Toolbar: This toolbar is located in the upper left corner of the screen. Its objective is to show the most frequently used Excel commands. We can customize this toolbar based on our preferred commands.
* File Tab: We can click it to check the Backstage view, where we can open or save files, create new sheets, print sheets, and perform other file-related operations.
* Title Bar: The title bar of the spreadsheet is at the top of the window. It displays the active document's name.
* Control Buttons: Control buttons are the symbols that are present in the upper-right side of the window, enabling us to change the labels, minimize, maximize, share, and close the sheet.
* Menu Bar: Under the diskette or save icon or the excel icon (this will depend on the version of the program), labels or bars which enable changing the sheet which is shown. These are the menu bar and contain a File, Insert, Page Layout, Formulas, Data, Review, View, Help, and a Search Bar with a light bulb icon. These menus are divided into subcategories which simplify the distribution of information and analysis of calculations.
* Dialog Box Launcher: Dialog box launcher is a very little down arrow that is present in the lower-right corner of a command group on the Ribbon. By clicking on this arrow, we can explore more options related to the concerned group.
* Formula Bar: Formula bar permits us to observe, insert or edit the information/formula entered in the active cell.
* Name Box: Show the location of the active cell, row, or column. We have the option of selecting multiple options.
* Spreadsheet Area: It is the place where we enter our data. It includes all the rows, cells, columns, and built-in data in the spreadsheet. We can use shortcuts to perform toolbar activities or formulas of arithmetic operations (add, subtract, multiply, etc.). The insertion point is the blinking vertical bar known as the "cursor." It specifies the insertion location of the typing.

Ans.2 – There are various applications or uses of Excel in Business , which are as follows :-

* 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.
* 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.
* 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.
* 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.
* 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.

Ans.4 – **Here are top five Excel formatting shortcuts:**

* CONTROL + B: Applies bold font formatting to headers.
* ALT + H + B + A: Applies borders to the cells.
* ALT + H + B + T: Gives an outline border to the dataset.
* ALT + H + O + W: Autofits column widths.
* CONTROL + 1: Opens Format Cells dialog box.

Ans.5 – [Microsoft Excel](https://en.wikipedia.org/wiki/Microsoft_Excel) is a useful tool for the businesses. Companies use the software to organize the data and maximize returns on investment. The large scale organizations have great volume of data from different resources like online sales, in store transactions and the social media. It is important to analyze this information in an efficient manner.

Benefits of Excel :  
The excel spreadsheet displays financial information in an organized manner. The information could be related to the sales, management department, HR or the marketing. Most of the businesses are dependent on IT sector and therefore excel is a vital tool to run a business. Read on to learn about the topmost features of this software.

* It builds the [charts](http://www.excel-easy.com/data-analysis/charts.html)
* It makes use of conditional formatting
* It helps to organize the data
* It will identify trends
* It provides online access

It also provides different color shades, font types to format the spreadsheet and differentiate between rows and columns. It is good to present useful presenting information such as balance, tax profit etc. There is a quick analysis button to choose the appropriate coloring scheme.

Ans.6 – Go to Insert > Header or Footer. Choose from a list of standard headers or footers, go to the list of Header or Footer options, and select the header or footer that you want. Or, create your own header or footer by selecting Edit Header or Edit Footer. When you're done, select Close Header and Footer or press Esc.