

Advance Excel Assignment 6 (-By Lakshmi)

1. What are the various elements of the Excel interface? Describe how they're used?

⇒ The various elements of the Excel interface are as follows: -

Title bar – It displays both the name of the application and the name of the spreadsheet

Menu bar – It displays all of the menus available for use in Excel.

Formula bar – It displays formula which we applying in the current active cell.

Name box – It displays the address of the current active cell.

Column headings – Each worksheet contains 256 columns Each column is named by a letter or a combination of letters.

Row headings – Each worksheet contains 1048576 rows each row is named by a number.

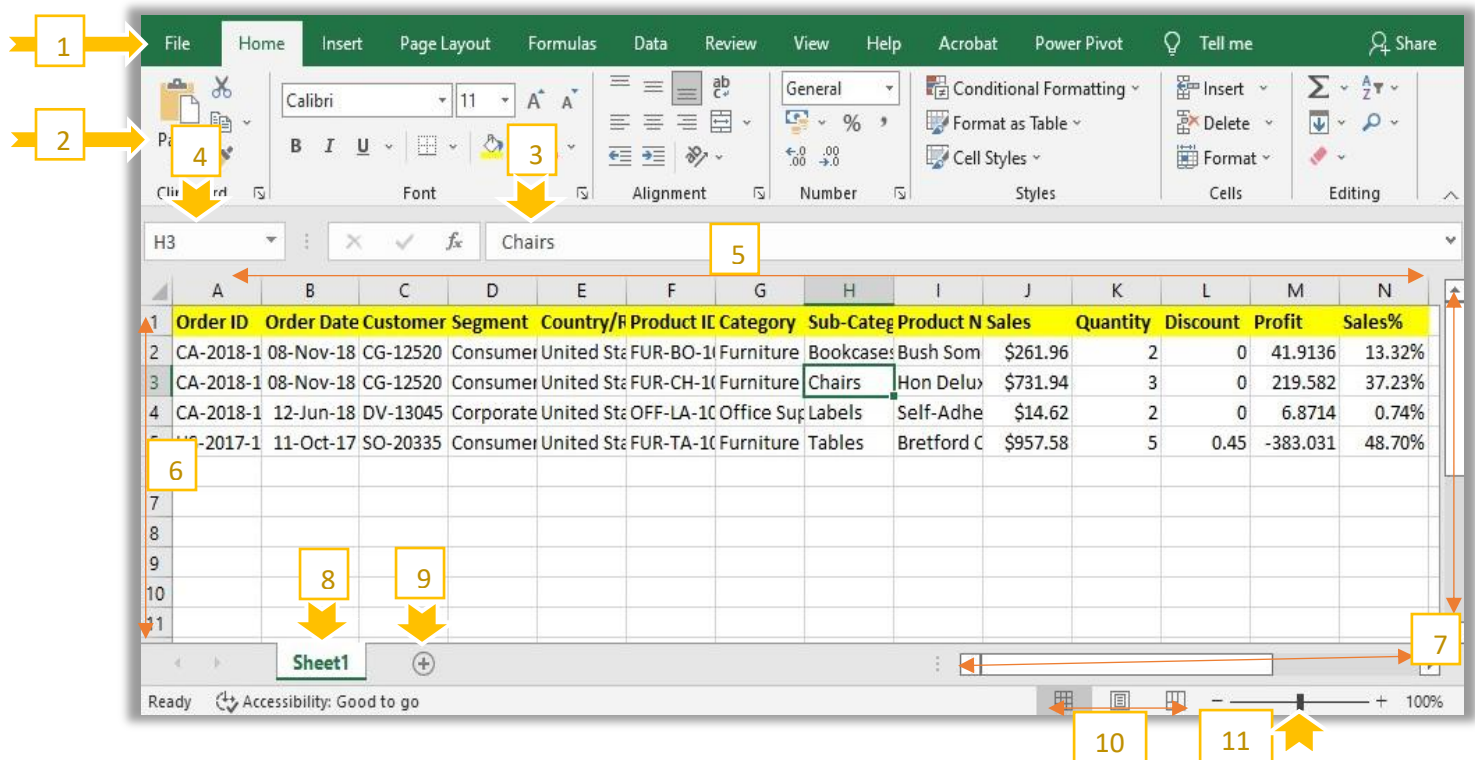
Scroll option - Two scrolling bar one is for up & down movement other for left & right movement of worksheet.

Sheet – Worksheet name in excel.

+ option – For adding new sheet in the excel.

Page Layout option – For the page view option.

Zoom option - For Zoom-in or Zoom-out of the worksheet.



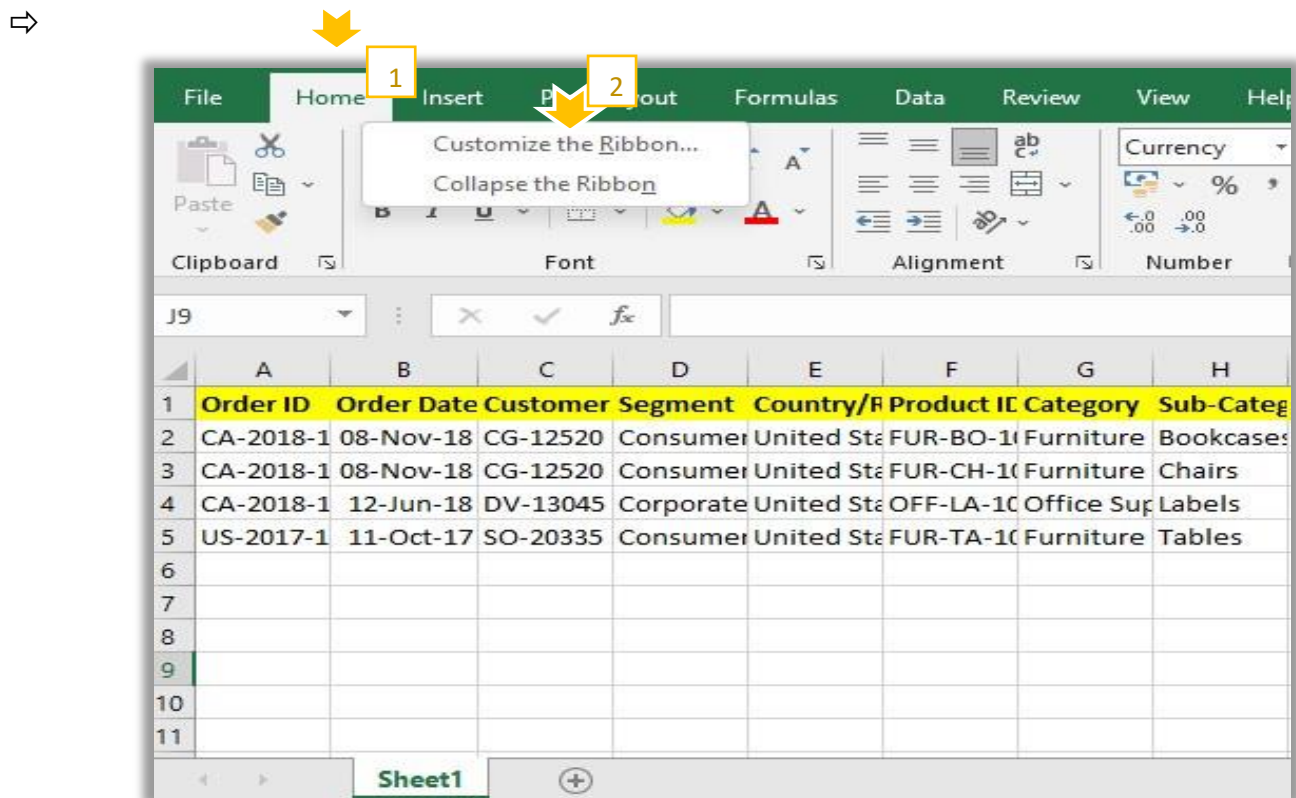
2. Write down the various applications of Excel in the industry?

⇒ Excel is used for storing information, analysing and sorting, and reporting. The platform is popular in business because an Excel spreadsheet is highly visual and fairly easy to use.

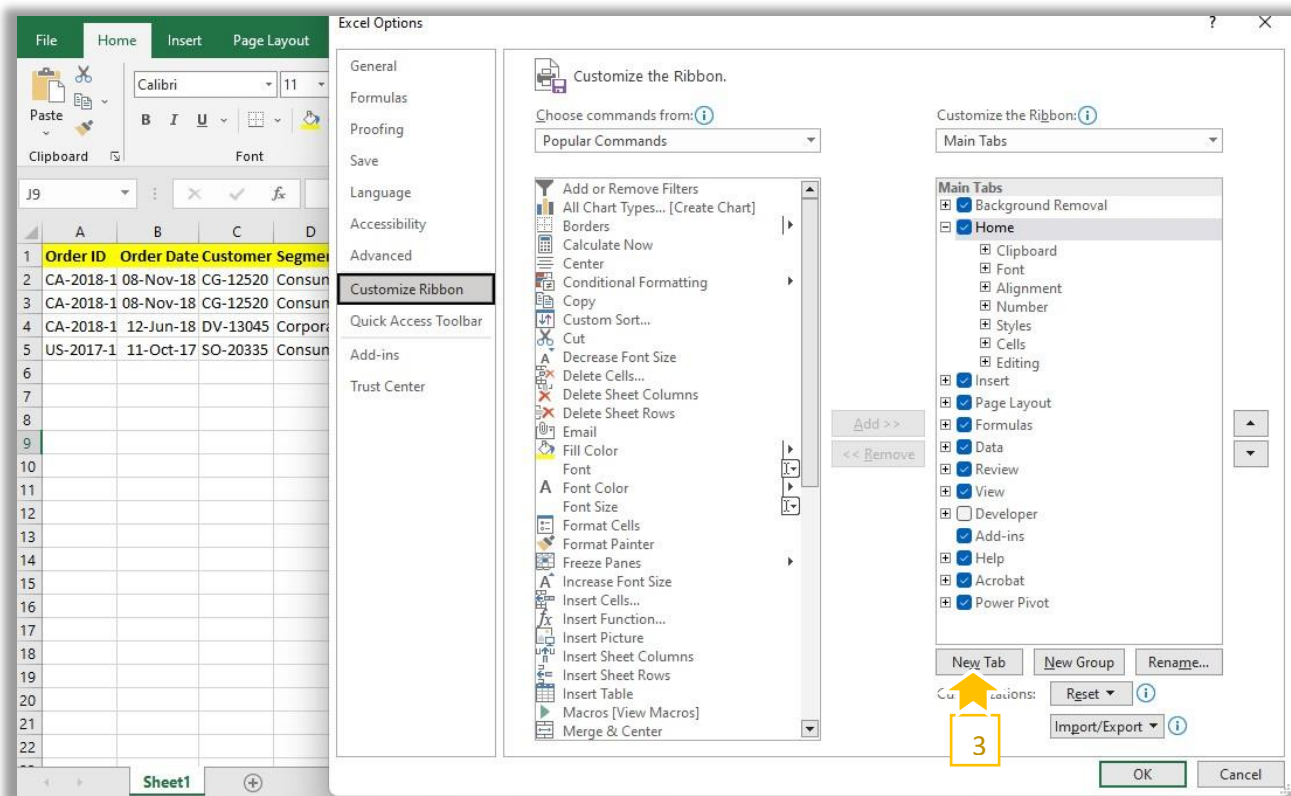
- # Data Entry and Storage.
- # Performing Calculations.
- # Data Analysis and Interpretation.
- # Reporting and Visualizations.
- # Accounting and Budgeting.
- # Collection and Verification of Business Data.
- # Calendars and Schedules.
- # Administrative and Managerial Duties.

- 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.

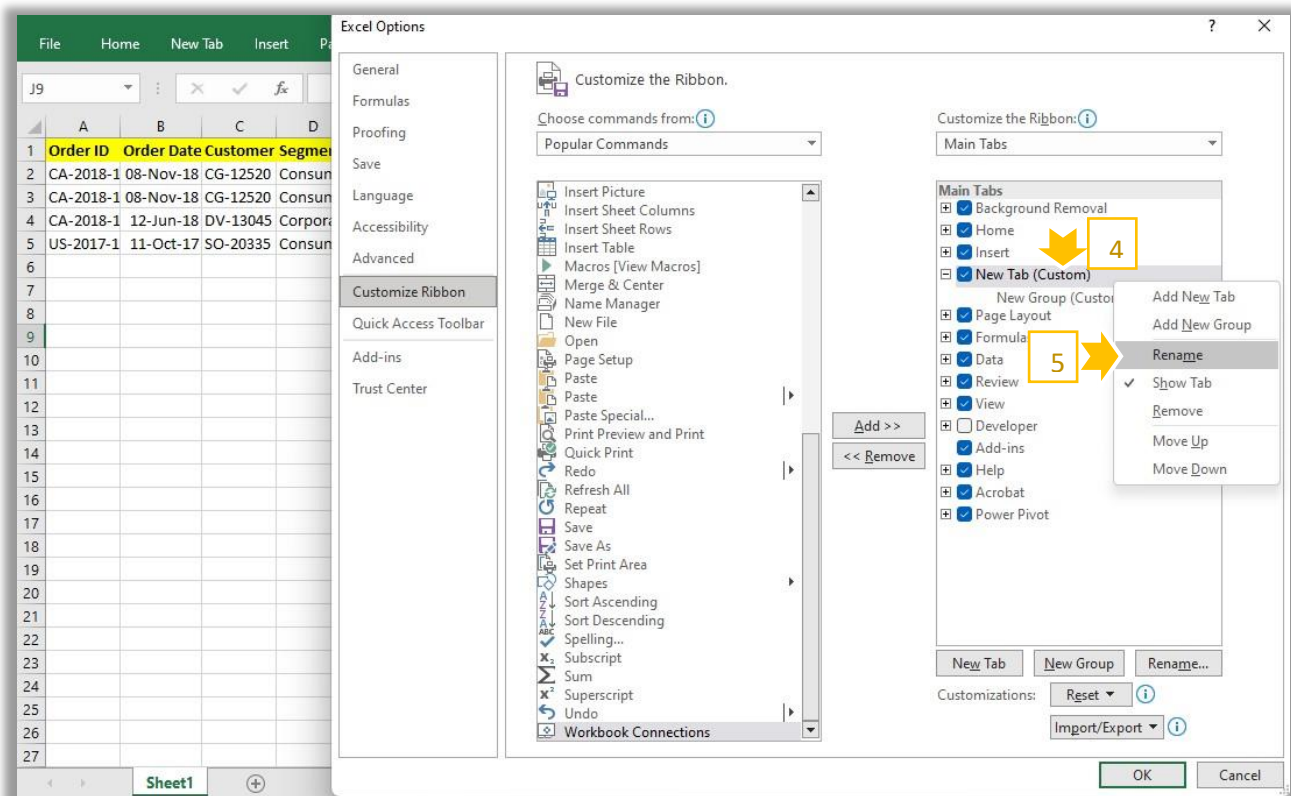
1st to 2nd



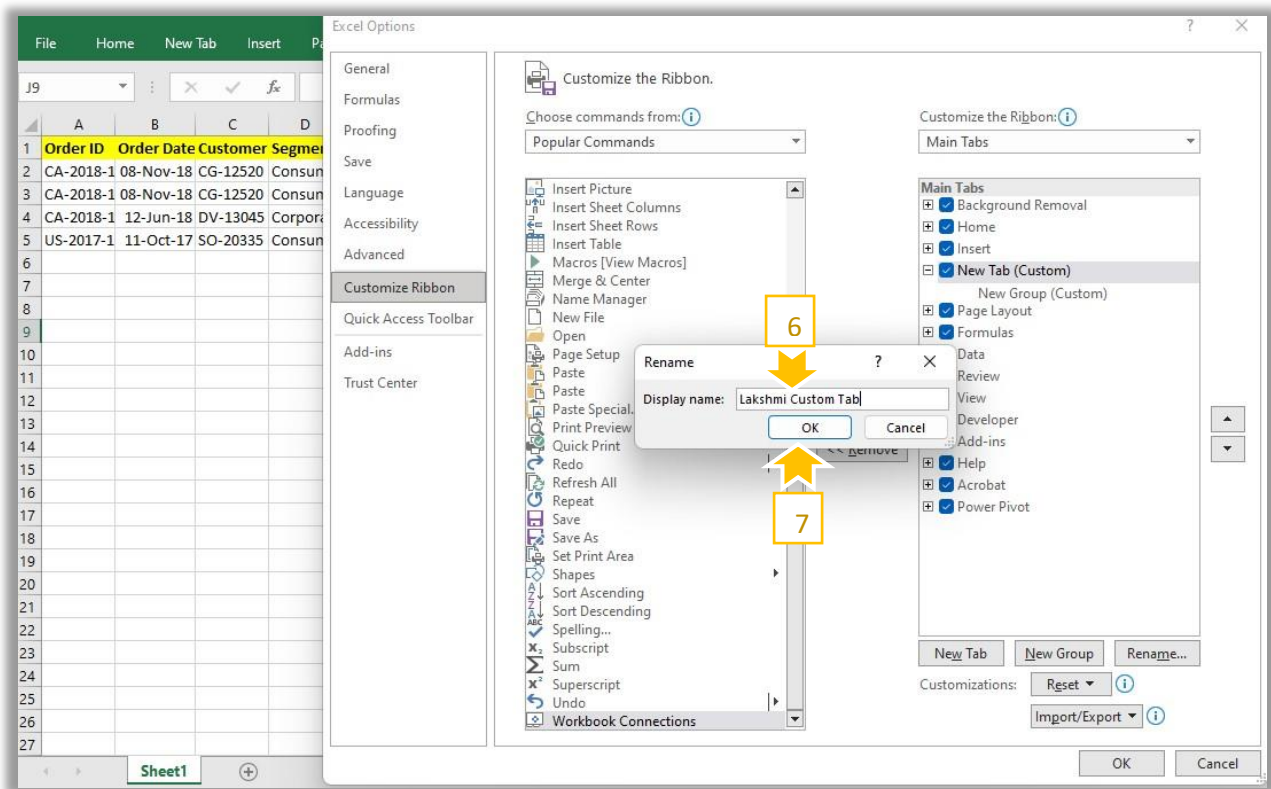
3rd



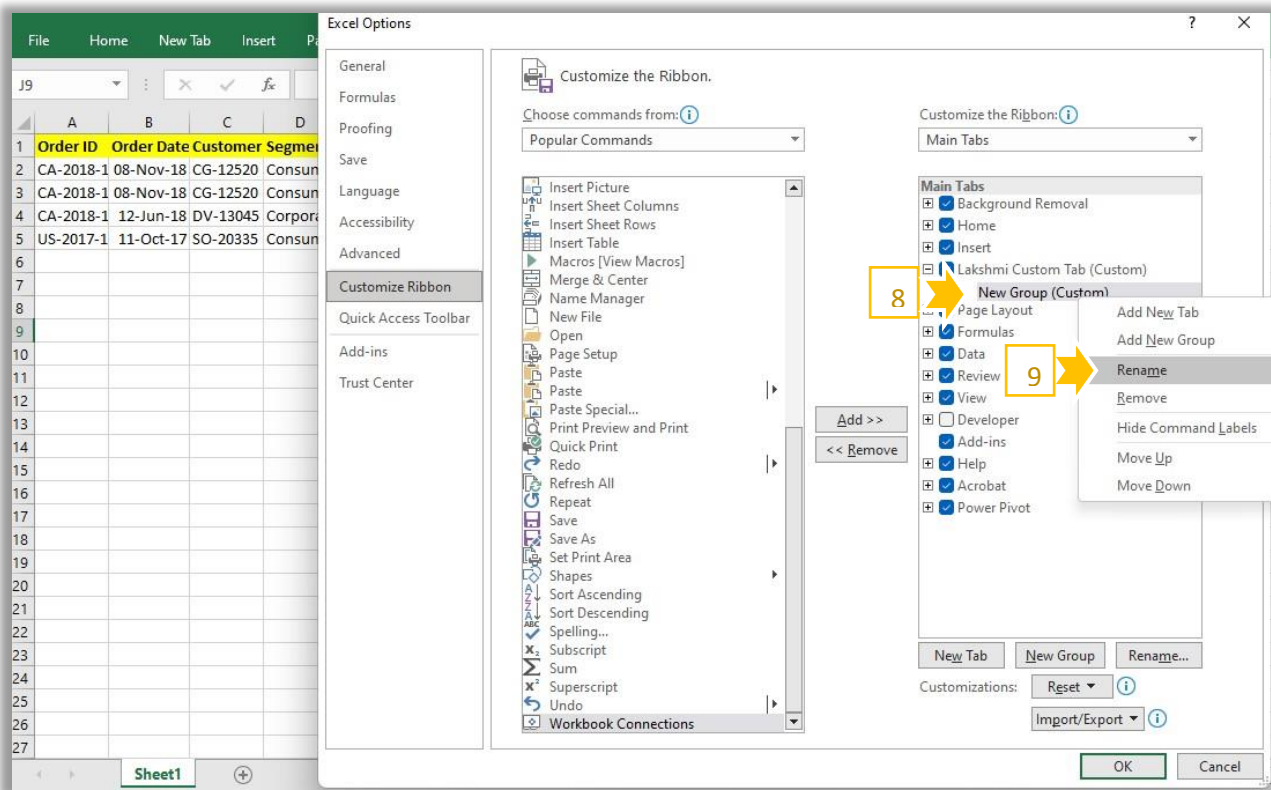
4th to 5th



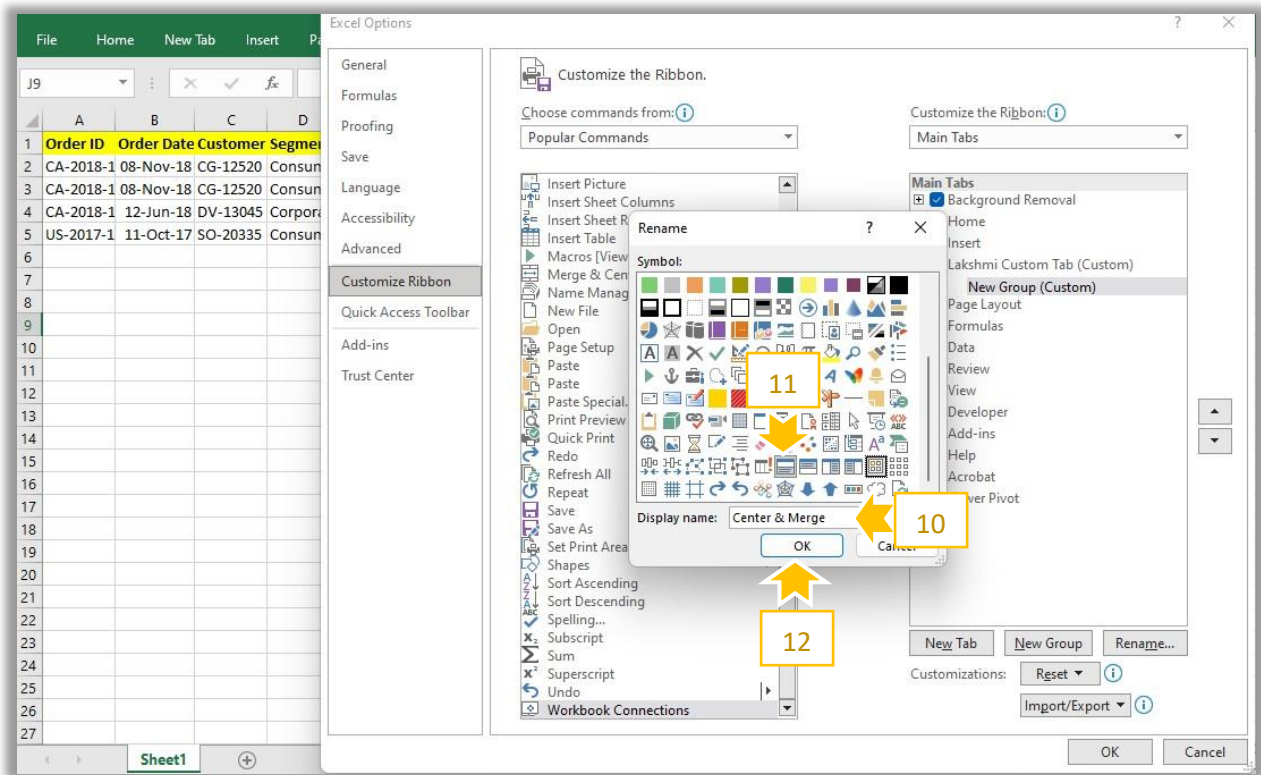
6th to 7th



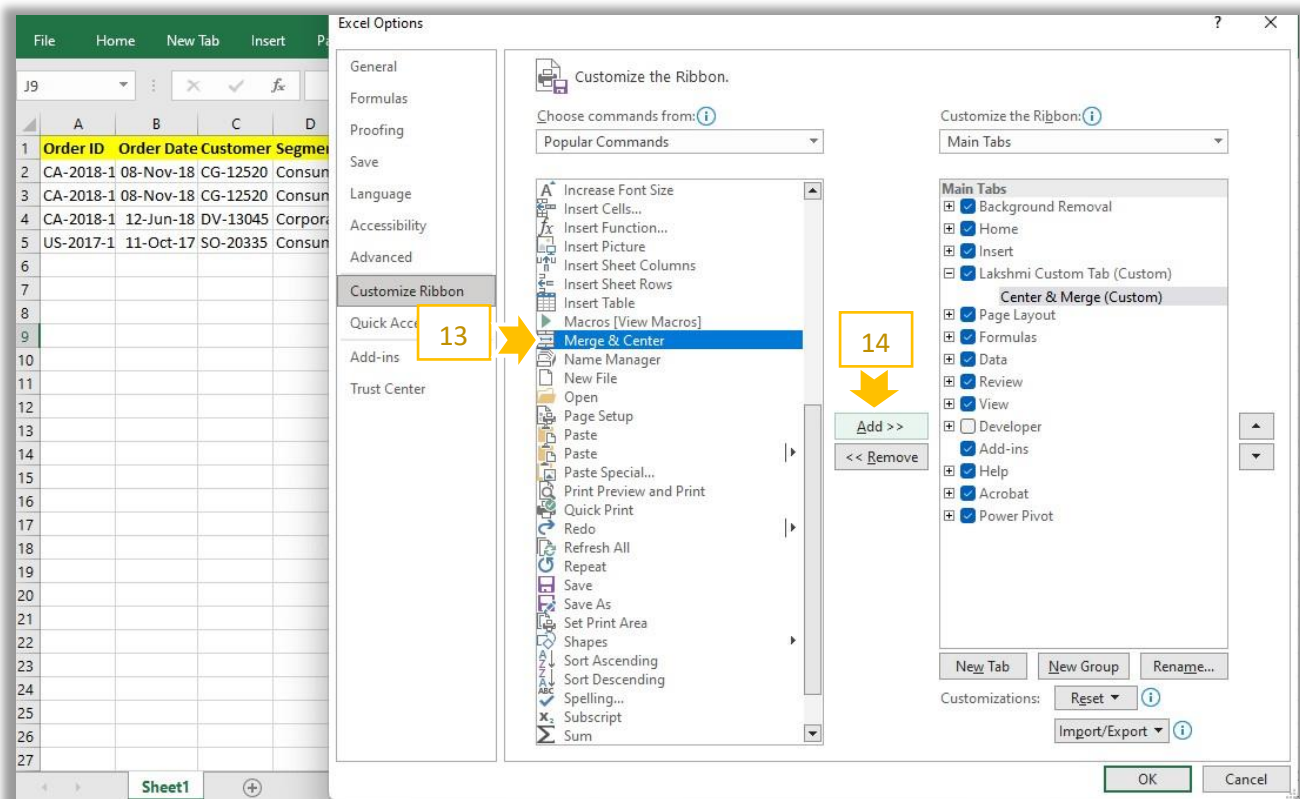
8th to 9th



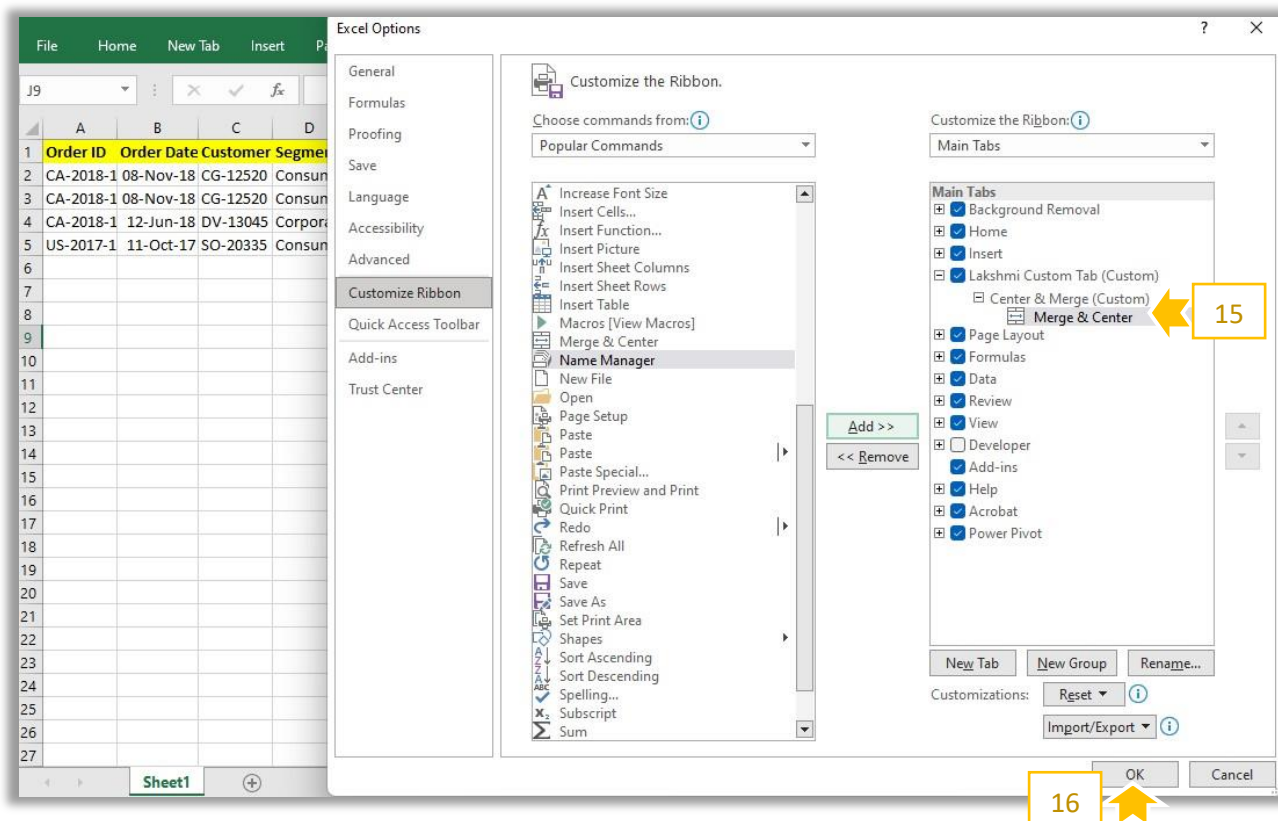
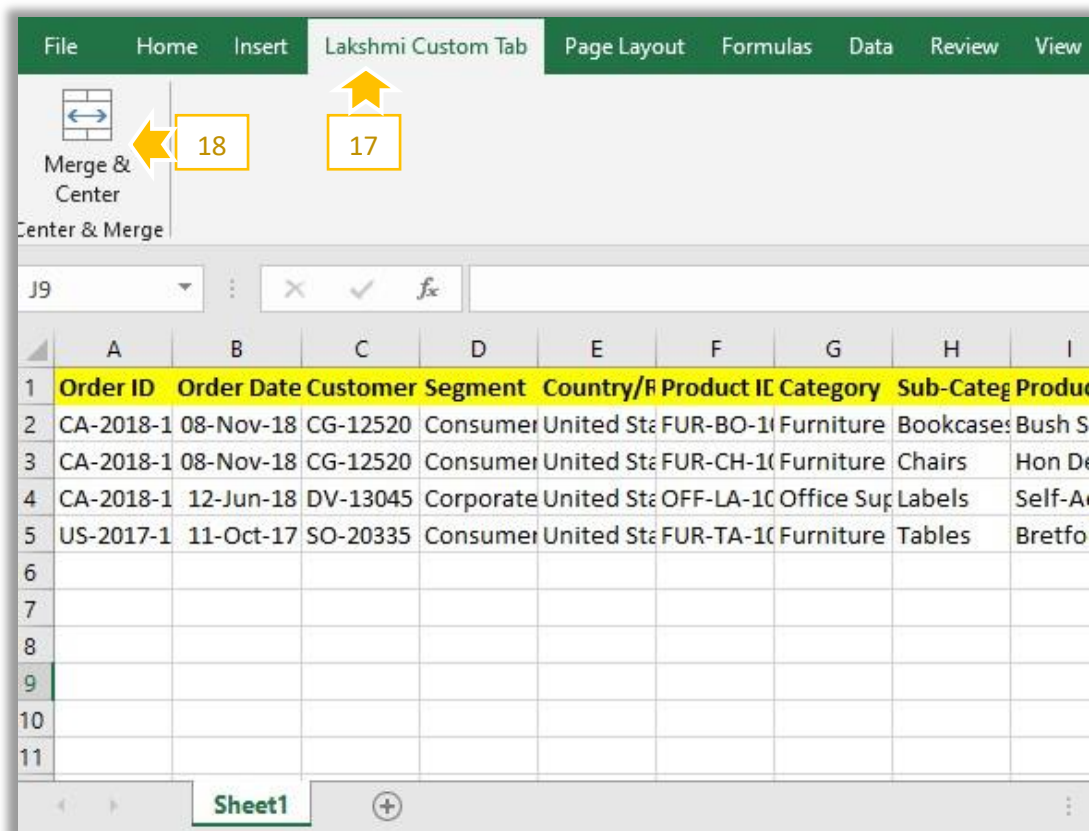
10th to 12th



13th to 14th



15th to 16th

# 17th to 18th

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

- ⇒ # **Home**: Goes to beginning of current line.
CTRL + X: Cut selected item.
CTRL + C: Copy selected item.
CTRL + V: Paste selected item.
SHIFT + DEL: Cut selected item.
CTRL + INS: Copy selected item.
CTRL + Left arrow: Moves one word to the left at a time.
CTRL + Right arrow: Moves one word to the right at a time.
CTRL + =: Apply subscript formatting
CTRL + or: Decrease or increase font size one point at a time .
CTRL + B: Apply bold formatting
CTRL + I: Apply italic formatting
CTRL + U: Apply underline formatting
CTRL + D: Open the Font dialog box
CTRL + SHIFT + A: Formats all letters as uppercase
CTRL + Shift + K: Formats all letters as lowercase
CTRL + SHIFT + C: Copies the character formatting of a selection
CTRL + SHIFT + V: Pastes formatting onto selected text
CTRL + SPACE: Removes all manual character formatting from a selection
CTRL + HOME: Goes to beginning of document.
END: Goes to end of current line.
CTRL + END: Goes to end of document.
SHIFT + HOME: Highlights from current position to beginning of line.
SHIFT + INS: Paste.
SHIFT + END: Highlights from current position to end of line.

5. What distinguishes Excel from other analytical tools?

- ⇒ # 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.

Consider the benefits: - 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
- It makes use of conditional formatting

- It helps to organize the data
- It will identify trends
- It provides online access

Excel will use range of formulas to unlock the potential of data. You have to insert data in individual cells of columns and rows. In this way, data will be filtered and sorted and hence displayed in a presentable manner. Different types of charts like clustered columns, graphs and pie chart provide great visual presentation. It puts more emphasis to marketing material and business reports. Excel is a wonderful tool to represent data on X and Y axis.

The brilliant interface for users: - It 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.

You could combine the information from different files and documents to Excel. In this way, they will exist in a single location. Besides the regular information and raw data from spreadsheets, it is easy to import the images too. You just need to use the insert tab to add multiple objects to the spreadsheet.

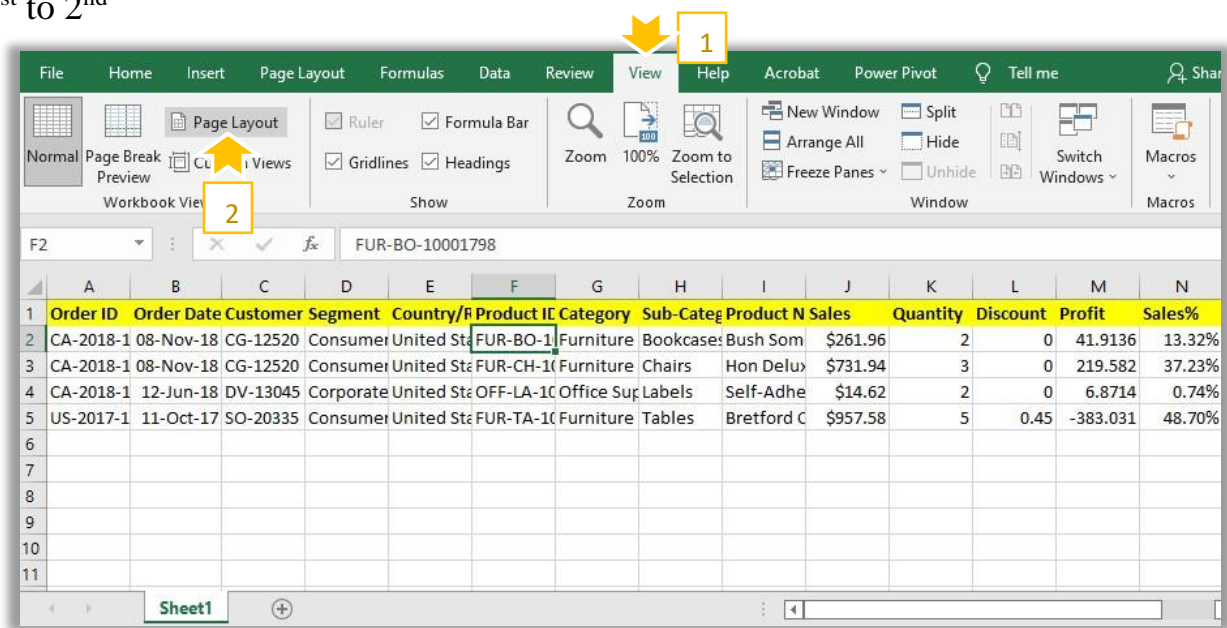
It offers online access: - It offers great online access. The employees as well as the business leaders can have access to this useful program from different location and from various devices. All they need is a web- enabled computer or laptop devices. There are many other extraordinary features of Microsoft excel.

There are many benefits of using the software application as PDF to Excel converter. They do not have much compatibility issues and lesser storage is required to keep the files safe. All your files will remain safe and secure from unauthorized access. It is brilliant software that can help you to save money on other costly software applications.

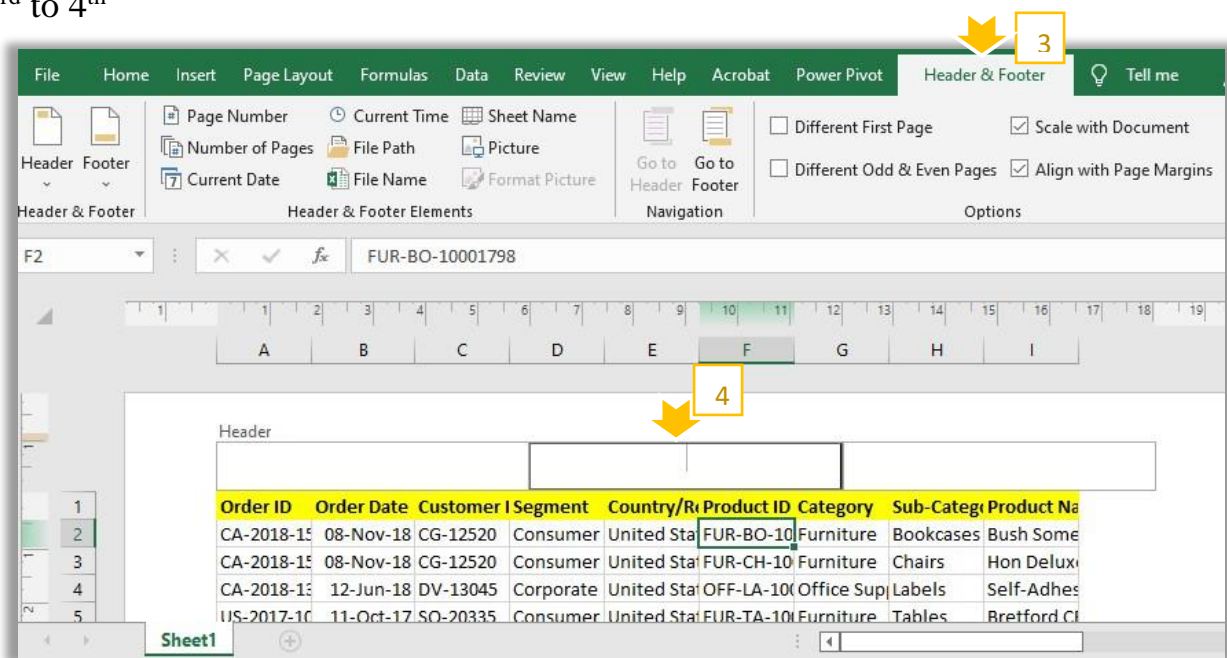
Comparison with other applications: -The worst thing about expensive applications is they do not deliver results at times. If you are a start-up or a small business owner you might find it difficult to manage this software. In case you are stuck using the modified PDF converter, clear instructions are mentioned on the tab. Hence, even if you are not well versed in the technology, you can still use this application.

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

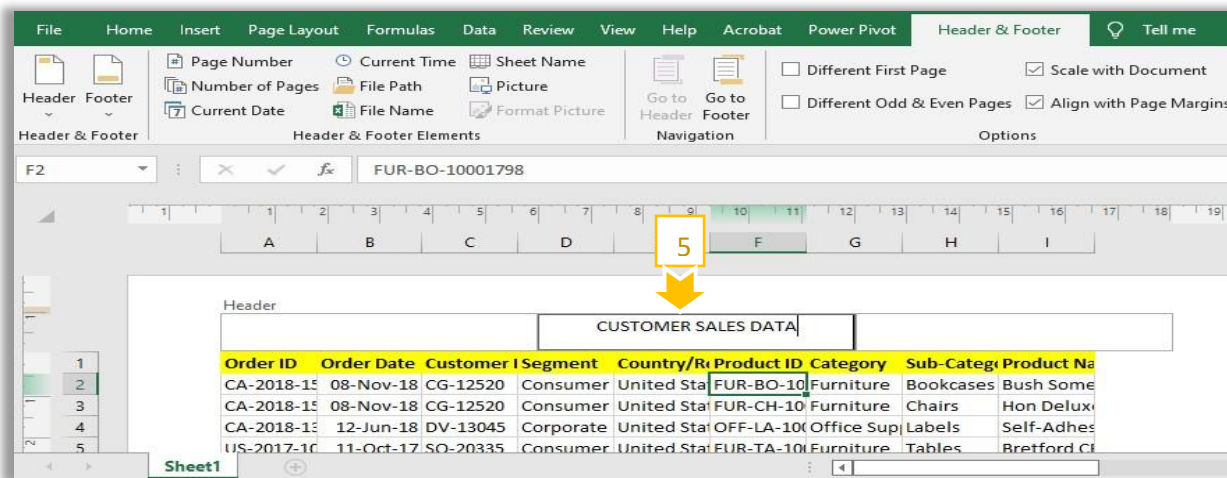
⇒ # 1st to 2nd



3rd to 4th



5th



6th to 7th

Microsoft Word ribbon: Header & Footer. The 'Current Date' button is highlighted with a yellow arrow and the number 7. The 'Options' section shows 'Scale with Document' and 'Align with Page Margins' checked. The 'Header' section shows the text 'CUSTOMER SALES DATA' and the date placeholder '&[Date]'. The 'Footer' section shows the text 'F2' and the formula 'FUR-BO-10001798'. The 'Table' below shows the data for 'CUSTOMER SALES DATA'.

Order ID	Order Date	Customer I	Segment	Country/R	Product ID	Category	Sub-Categ	Product Na
CA-2018-15	08-Nov-18	CG-12520	Consumer	United Sta	FUR-BO-10	Furniture	Bookcases	Bush Some
CA-2018-15	08-Nov-18	CG-12520	Consumer	United Sta	FUR-CH-10	Furniture	Chairs	Hon Delux
CA-2018-13	12-Jun-18	DV-13045	Corporate	United Sta	OFF-LA-10	Office Sup	Labels	Self-Adhes
US-2017-10	11-Oct-17	SO-20335	Consumer	United Sta	FUR-TA-10	Furniture	Tables	Bretford Cl

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Microsoft Word ribbon: Home. The 'Font' section shows 'Calibri' and '11'. The 'Number' section shows 'General'. The 'Table' below shows the data for 'CUSTOMER SALES DATA'.

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US-2017-10	11-Oct-17	SO-20335	Consumer	United Sta	FUR-TA-10	Furniture	Tables	Bretford Cl

8th to 9th

Microsoft Word ribbon: Header & Footer. The 'Current Time' button is highlighted with a yellow arrow and the number 9. The 'Options' section shows 'Scale with Document' and 'Align with Page Margins' checked. The 'Header' section shows the text 'CUSTOMER SALES DATA' and the date placeholder '&[Time]'. The 'Footer' section shows the text 'F2' and the formula 'FUR-BO-10001798'. The 'Table' below shows the data for 'CUSTOMER SALES DATA'.

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10th to 11th

Header & Footer Elements:

- Page Number
- Current Time
- Sheet Name
- Number of Pages
- File Path
- Picture
- Current Date
- File Name
- Format Picture

Options:

- ☐ Different First Page
- ☒ Scale with Document
- ☐ Different Odd & Even Pages
- ☒ Align with Page Margins

12th to 13th

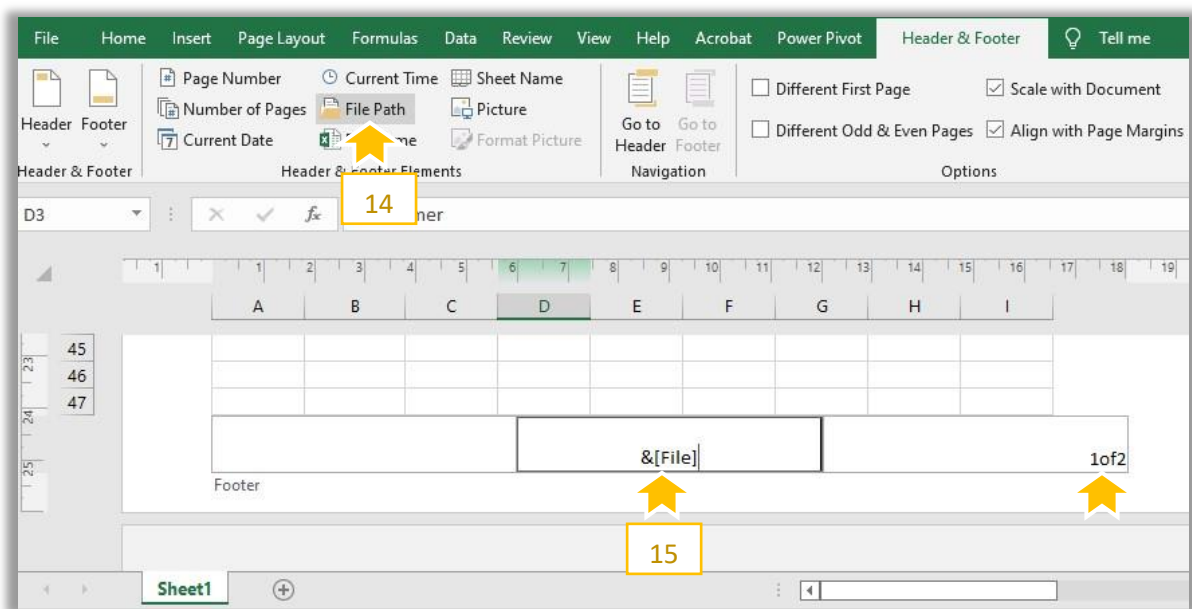
Header & Footer Elements:

- Page Number
- Current Time
- Sheet Name
- Number of Pages
- File Path
- Picture
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- Format Picture

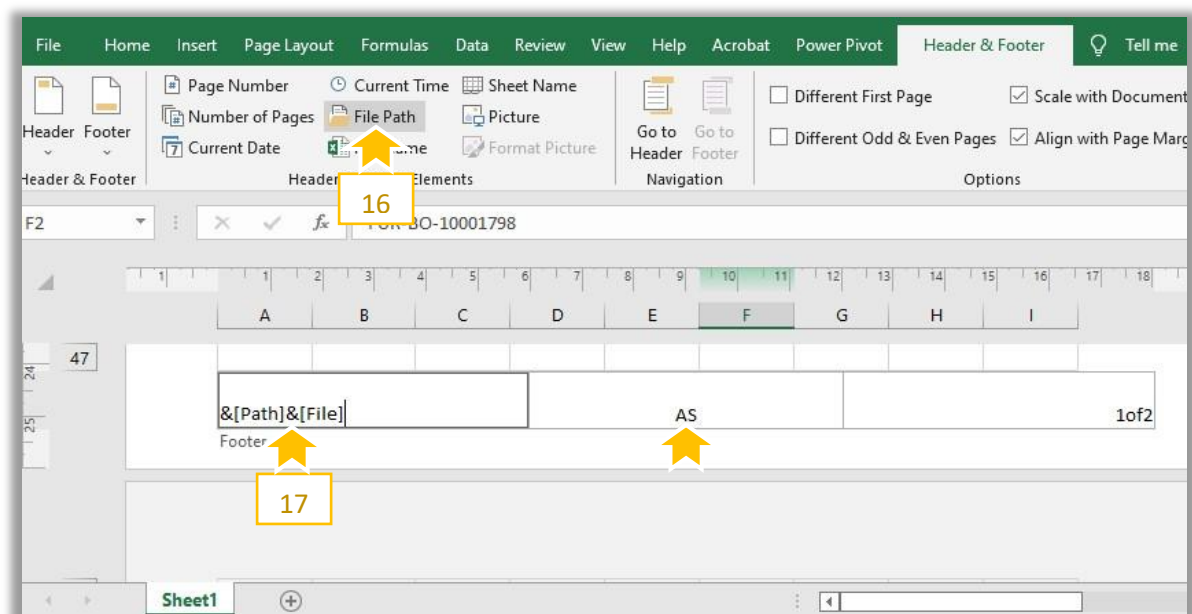
Options:

- ☐ Different First Page
- ☒ Scale with Document
- ☐ Different Odd & Even Pages
- ☒ Align with Page Margins

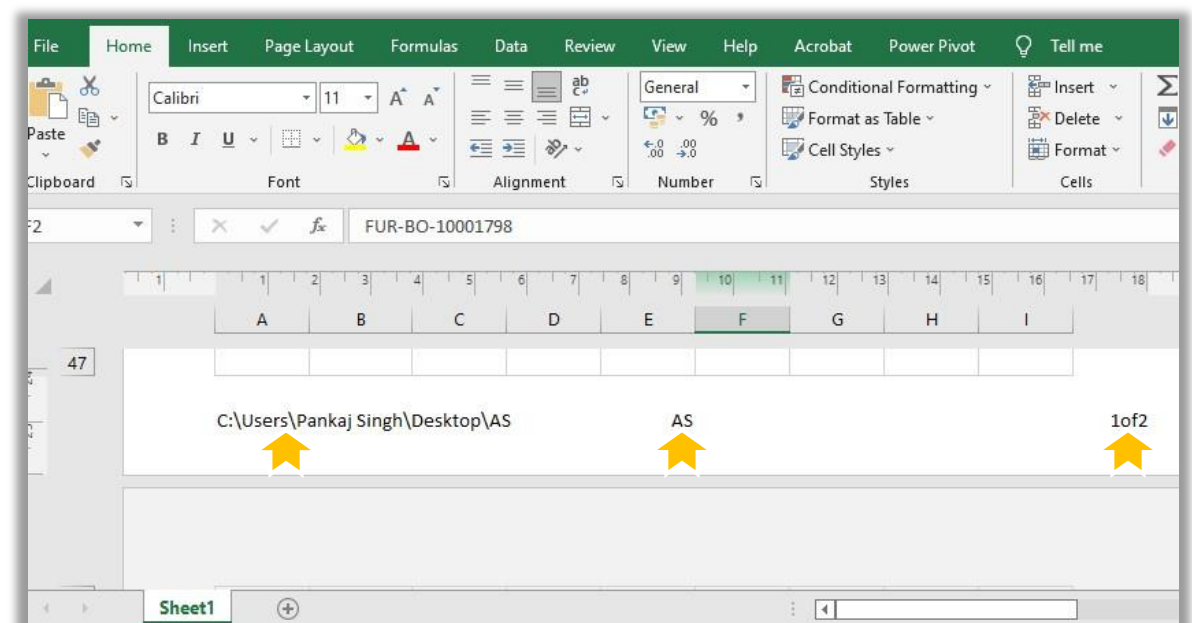
14th to 15th



16th to 17th



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