

**Excel Assignment - 6**

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

Excel interface includes Ribbon, title bar, formula bar, status bar etc..Title bar. The title bar displays both the name of the application and the name of the spreadsheet.

* Menu bar. The menu bar displays all of the menus available for use in Excel XP. ...
* Column headings. ...
* Row headings. ...
* Name box. ...
* Formula bar. ...
* Cell. ...
* Navigation buttons and sheet tabs.

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

* Get Quick Totals
* Data Analysis and Interpretation
* Plenty of Formulas to Work with Data
* Data Organising and Restructuring
* Data Filtering
* [Goal Seek Analysis](https://www.wallstreetmojo.com/goal-seek-in-excel/)
* Flexible and User-Friendly
* Online Access

3. 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.

* 1. Go to *File* > *Options* > *Customize Ribbon*.
* 2. Right-click on the ribbon and select Customize the Ribbon… from the context menu:
* 3.In the *Customize the Ribbon* window, under the list of tabs, click the New Tab button.
* 4.Select the newly created tab, named *New Tab (Custom)*, and click the Rename… button to give your tab an appropriate name. In the same manner, change the default name given by Excel to a custom group.
* 5.When done, click *OK* to save the changes.

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



* **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](https://trumpexcel.com/autofit-excel/) column widths
* **CONTROL + 1:** Opens Format Cells dialog box

5. What distinguishes Excel from other analytical tools?

It can handle large amounts of data, up to 1 million rows and 16,000 columns per worksheet, and can perform basic and advanced calculations, such as arithmetic, statistics, logic, and financial functions.

The brilliant interface for the users.

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

* + Click the worksheet where you want to add or change headers or footers.
  + On the **Insert** tab, in the **Text** group, click **Header & Footer**.
  + To add or edit a header or footer, click the left, center, or right header or footer text box at the top or the bottom of the worksheet page (under **Header**, or above **Footer**).Type the new header or footer text.