

Advance Excel Assignment 6 iNeuron

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

Ans:

- 1) Quick Access Toolbar
- 2) File Tab
- 3) Title Bar
- 4) Control Buttons
- 5) Menu Bar
- 6) Ribbon/Tollbar
- 7) Dialog Box Launcher
- 8) Name Box

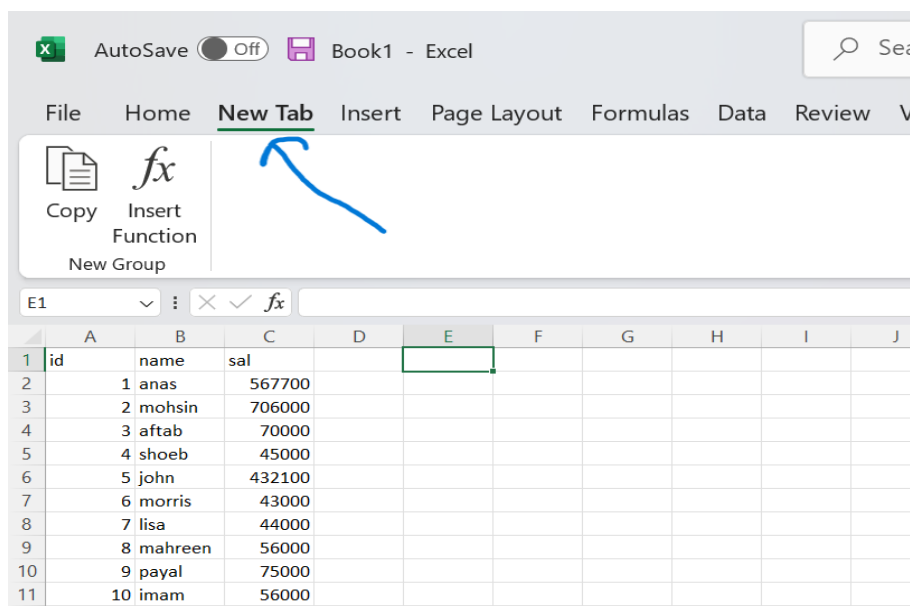
2. Write down the various applications of Excel in the industry.

Ans:

- 1) Data entry
- 2) Data management
- 3) Accounting
- 4) Financial analysis
- 5) Programming
- 6) Time Management.
- 7) Task management
- 8) Strategic analysis
- 9) Project management
- 10) Performance reporting

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.

Ans:



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

Ans: **Alt + F:** File menu options in current program.

Alt + E: Edit options in current program

F1: Universal Help in almost every Windows program.

Ctrl + A: Select all text.

Ctrl + X: Cut

Shift + Del: Cut selected item.

Ctrl + C: Copy selected item.

Ctrl + Ins: Copy selected item.

Ctrl + V: Paste selected item.

Shift + Ins: Paste.

Home: Goes to beginning of current line.

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 + End: Highlights from current position to end of line.

Ctrl + Left arrow: Moves one word to the left at a time.

5. What distinguishes Excel from other analytical tools?

Ans: Microsoft Excel is a **spreadsheet application used for calculations, statistical operations, data analysis, and reporting.**

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

Ans:

Print

Copies: 1

Printer

Canon G2010 series
Offline

[Printer Properties](#)

Settings

Print Active Sheets
Only print the active sheets

Pages: 1 to 1

Print One Sided
Only print on one side of the...

Collated
1,2,3 1,2,3 1,2,3

Portrait Orientation

A4
21 cm x 29.7 cm

Last Custom Margins Setting
Top: 1.9 cm Bottom: 1.9 cm Le...

Book1

id	name	sal
1	anas	567700
2	mohsin	75000
3	afraz	70000
4	shoaib	45000
5	jolvi	432100
6	mohsin	43000
7	ias	44000
8	mahnoor	55000
9	payal	75000
10	imam	55000

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