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**Assignment on Excel Tabs and Ribbons:** Write out all the Group Names and Icons in the first five Ribbon Tabs, from the Home Tab to the Data tab, along with their functions.

**Answer:**

1. **Home Tab**

The **Home Tab** is used for formatting and editing cells, as well for managing basic worksheet and the followings are embedded in it viz:

1. **Clipboard Group**
2. Cut: Removes the selected content and copies it to the clipboard.
3. Copy: Copies of the selected content are uploaded to the clipboard.
4. Paste: Pastes the content from the clipboard.
5. Format Painter: Copies formatting from one cell to another.
6. **Font Group**
7. Bold, Italic, Underline: Changes text style.
8. Font Style/Size: Changes font type and size.
9. Font Color: Changes the text color.
10. Fill Color: Fills the cell background.
11. Borders: Adds borders to cells.
12. **Alignment Group**
13. Align Text: Left, Center, Right alignment.
14. Wrap Text: Adjusts text to fit in a cell.
15. Merge and Center: Combines multiple cells and centre the content.

Alignment group aligns text within cells, adjust text orientation, wrap text, and merge cells.

1. **Number Group**
2. Number Format: Changes the format e.g., Currency, Percentage, etc.
3. Increase/Decrease Decimal: Adjusts decimal places, accounting number format.

The number group formats numbers, including currency, percentages, and decimal places.

1. **Styles Group**
2. Conditional Formatting: Formats cells based on specific conditions.
3. Format as Table: Converts the data range to a table.
4. Cell Styles: Predetermined formatting styles – Insert, Delete and Format

This group add styles to cells, create tables, and set conditional formatting rules.

1. **Editing Group**
2. Find and Select: Searches for content within the worksheet.
3. Sort and Filter: Organizes data.
4. AutoSum: Quickly sums up a range.

The editing group performs quick calculations, fill data, clear contents, and find or sort data.

1. **Insert Tab**

This tab helps to add various elements like charts, tables, and images to your worksheet and has the followings: -

1. **Tables Group**
2. Table: Converts a range into a table.
3. PivotTable: Summarizes data.

Used for inserting tables for data management and PivotTables for data analysis.

1. **Illustrations Group**
   * + 1. Pictures, Shapes, Icons: Inserts visual elements.
       2. SmartArt: Creates diagrams.

Add images, shapes, icons, and 3D models to enhance your worksheet.

1. **Add-ins Group**
   * + 1. Get add-ins: Via third party add-ins.

Used for accessing additional features via third-party add-ins.

**D. Charts Group:**

1. Column, Line, Pie, Bar, Area, Scatter, Combo, Recommended Charts etc.

The chart group creates different types of charts to visualize data.

1. **Sparklines Group**
2. Line, Column, Win/Loss: Tiny charts within a single cell.

This group is used for adding small charts within cells to show data trends.

1. **Filters Group:**
2. Icons: Slicer, Timeline

Functions: Filter data interactively, especially in PivotTables.

1. **Links Group**
   1. Icons: Hyperlinks

This creates clickable links to websites or files.

1. **Text Group**
   * 1. Text Box, Header & Footer: Adds textual elements.

Insert text-based objects or signature lines.

1. **Symbols Group**
2. Equations and Symbols

Insert mathematical symbols or equations.

1. **Page Layout Tab**

Helps with page settings, including margins, orientation, size, themes, and spacing, to format the document's appearance. It includes:

1. **Themes Group**
   1. Themes: Applies a cohesive look to the worksheet.
   2. Colors/Fonts/Effects: Customizes theme elements.

The theme group changes the overall appearance and style of the workbook.

1. **Page Setup Group**
   1. Margins: Sets page margins.
   2. Orientation: Switches between portrait and landscape.
   3. Size: Selects paper size.

This group set page margins, orientation, and print areas.

1. **Scale to Fit Group**
   1. Icons: Width, Height, Scale

The scale to fit group adjust page scaling for printing.

1. **Sheet Options Group**
   1. Gridlines: Shows or hides gridlines.
   2. Headings: Displays row and column headings.

This group toggle visibility and printing of gridlines and row/column headings.

1. **Arrange Group**
   1. Bring to Front
   2. Send to Back
   3. Selection Pane
   4. Align Group
   5. Rotate

Arrange objects and images on the worksheet.

1. **Formulas Tab**

Helps with tools to create, manage, and analyse calculations using functions, formulas, and data analysis features and includes:

1. **Function Library Group:**
   1. Function: Open the function dialog
   2. AutoSum: Automatically sums the selected cells.
   3. Recently Used: Accesses recently used functions.

Access built-in functions for calculations and data processing.

1. **Defined Names Group**
   * 1. Name Manager: Manages all named ranges and constants in the workbook.
     2. Define Name: Creates a name for a cell or range for easier reference.
     3. Use in Formula: Inserts a defined name into a formula.
     4. Create from Selection: Automatically generates names from selected cells

Manages named ranges and use them in formulars.

1. **Formula Auditing Group:**
   1. Trace Precedents/Dependents: Shows relationships between cells.
   2. Error Checking: Identifies formula errors.

Track and analyze formula dependencies and errors.

1. **Calculation Group**
2. Calculation Options: Sets the calculation mode (Automatic, Manual, or Automatic except for data tables).
3. Calculate Now: Recalculates all formulas in the entire workbook.
4. Calculate Sheet: Recalculates formulas in the active worksheet only.

Control automatic or manual calculation settings.

1. **Data Tab**

This helps to manage, analyse, and manipulate data. The followings are in the data tab:

1. **Get & Transform Data Group:**
   1. Get Data: Imports data from various sources.

Import data from various sources and manage connections.

1. **Queries and Connection Group**
   1. Queries and Connections
   2. Refresh All: Updates all data connections to reflect recent changes.
   3. Properties: Modifies the settings and options for data connections.

Mange data connections and refresh linked data.

1. **Sort & Filter Group**
   1. Sort Ascending/Descending: Sorts data.
   2. Filter: Displays only the rows that meet the criteria.

Organise data through sorting and filtering.

1. **Data Tools Group**
   1. Text to Columns: Splits data into separate columns.
   2. Remove Duplicates: Eliminates duplicate values.

Manipulate and validate data.

1. **Forecast Group**
   1. Forecast Sheet: Creates a forecast by predicting future values based on historical data.
   2. Data Table: Analyses how changes in variables affect the results of formulas.
   3. Scenario Manager: Stores and manages different sets of input values to compare outcomes.

Predict trends and analyse different scenarios.

1. **Outline Group**
   1. Group: Combines selected rows or columns, to enable collapsing or expanding them.
   2. Ungroup: Separates previously grouped rows or columns.
   3. Subtotal: Calculates subtotals and grand totals for grouped data.

Manage data grouping and create subtotals.