

Excel Assignment - 06

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

Ans:-

The interface components of Excel are Quick Access Toolbar, File Bar, Ribbon bar / Menu Bar, Name Box, Formula Bar, Worksheet, Scroll Bars

- Quick Access Toolbar is used to access the most commonly used activities such as save, undo, redo, etc. We can set the list of activities from settings which we need to perform.
- Ribbon bar is the main Menu bar. We can perform almost all the actions of Excel.
- In the Name Box, we can see the selected cell name. (Column Number and Row Number)
- In the Formula bar, we can see or write the functions which we need to perform
- Worksheet is the sheet in which we work

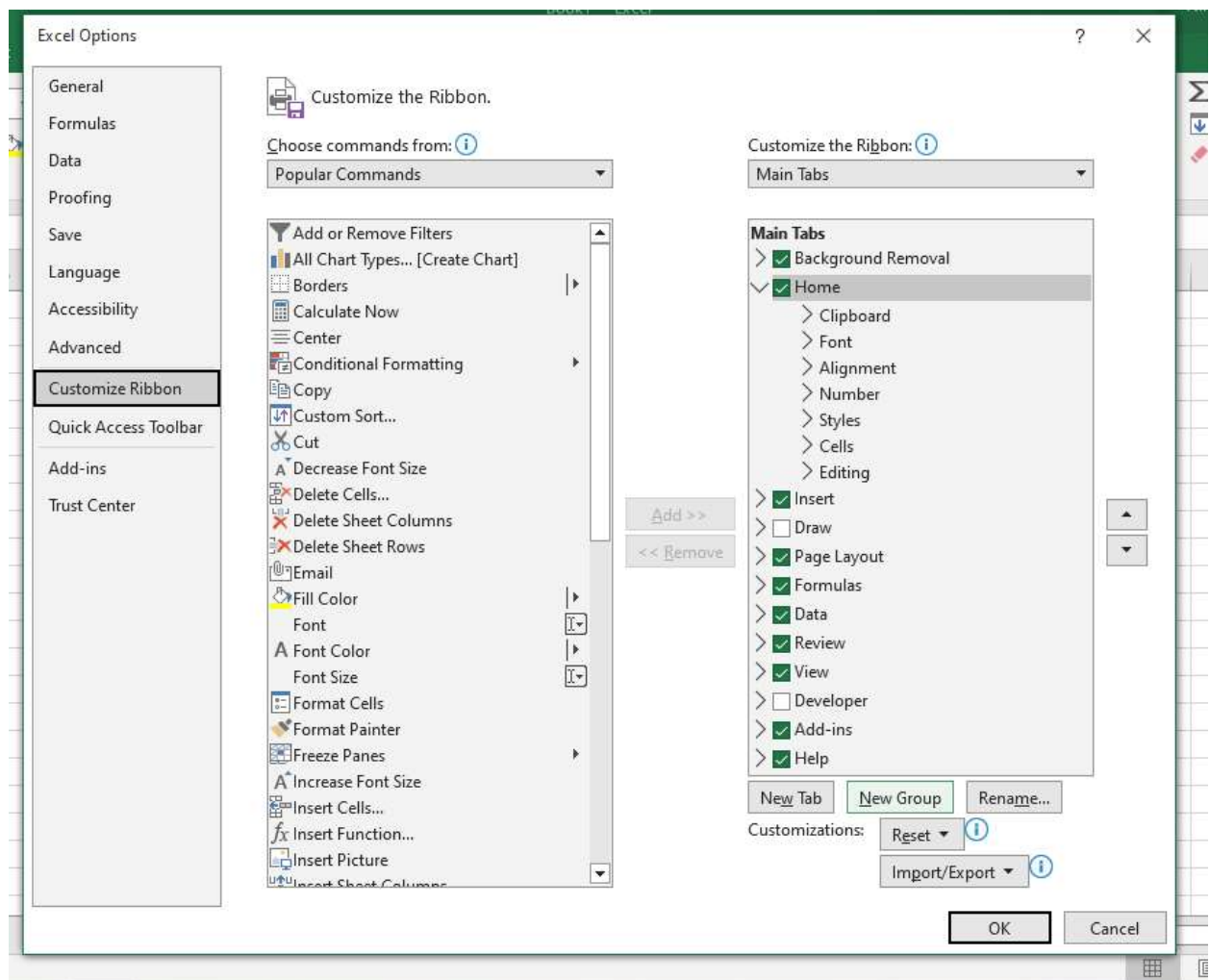
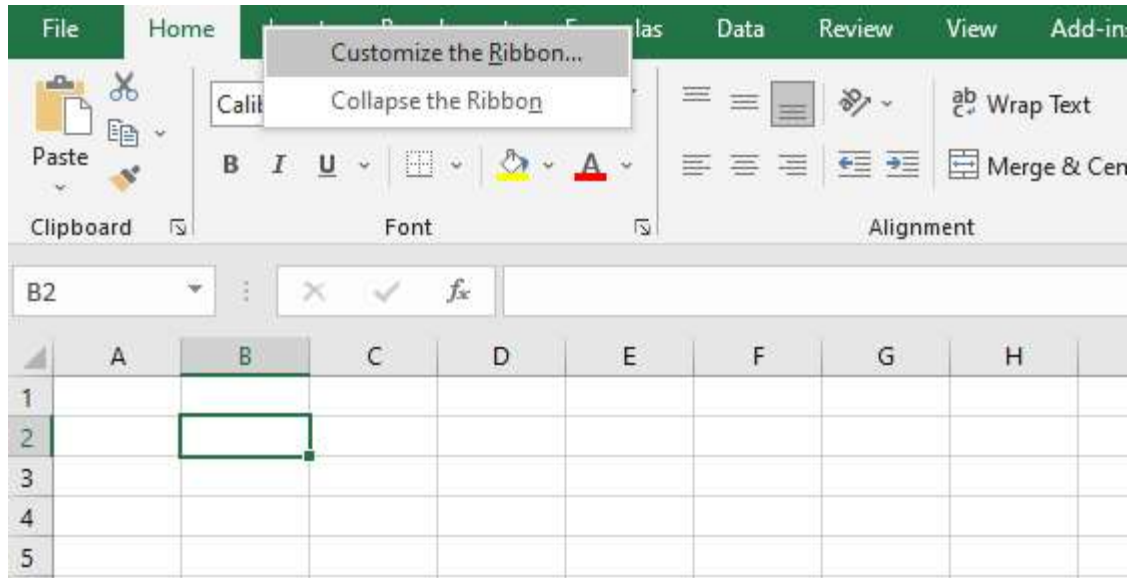
2. Write down the various applications of Excel in the industry.?

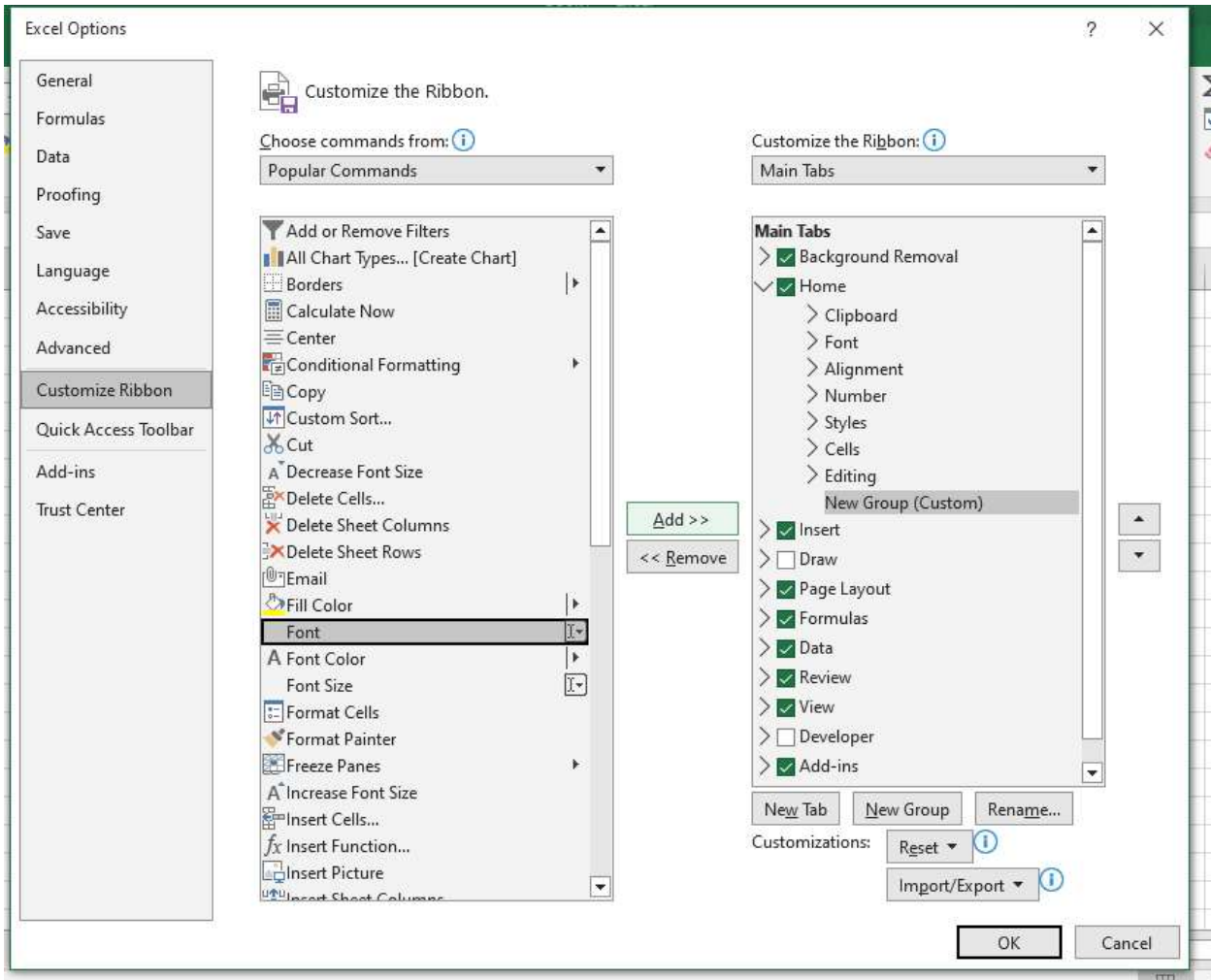
Ans:-

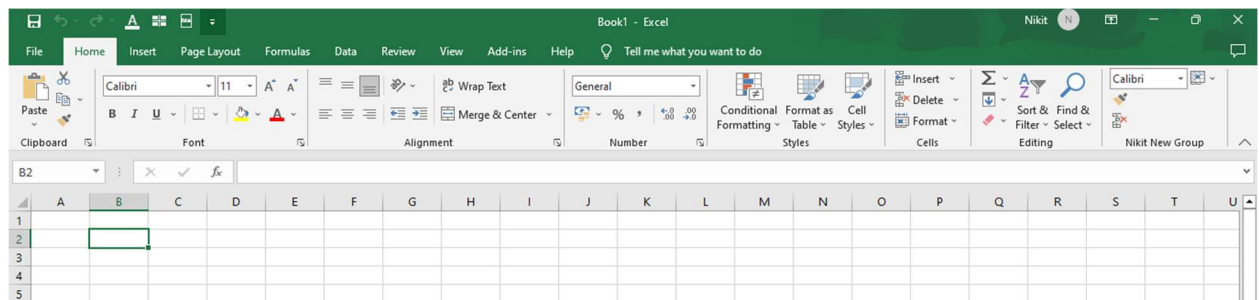
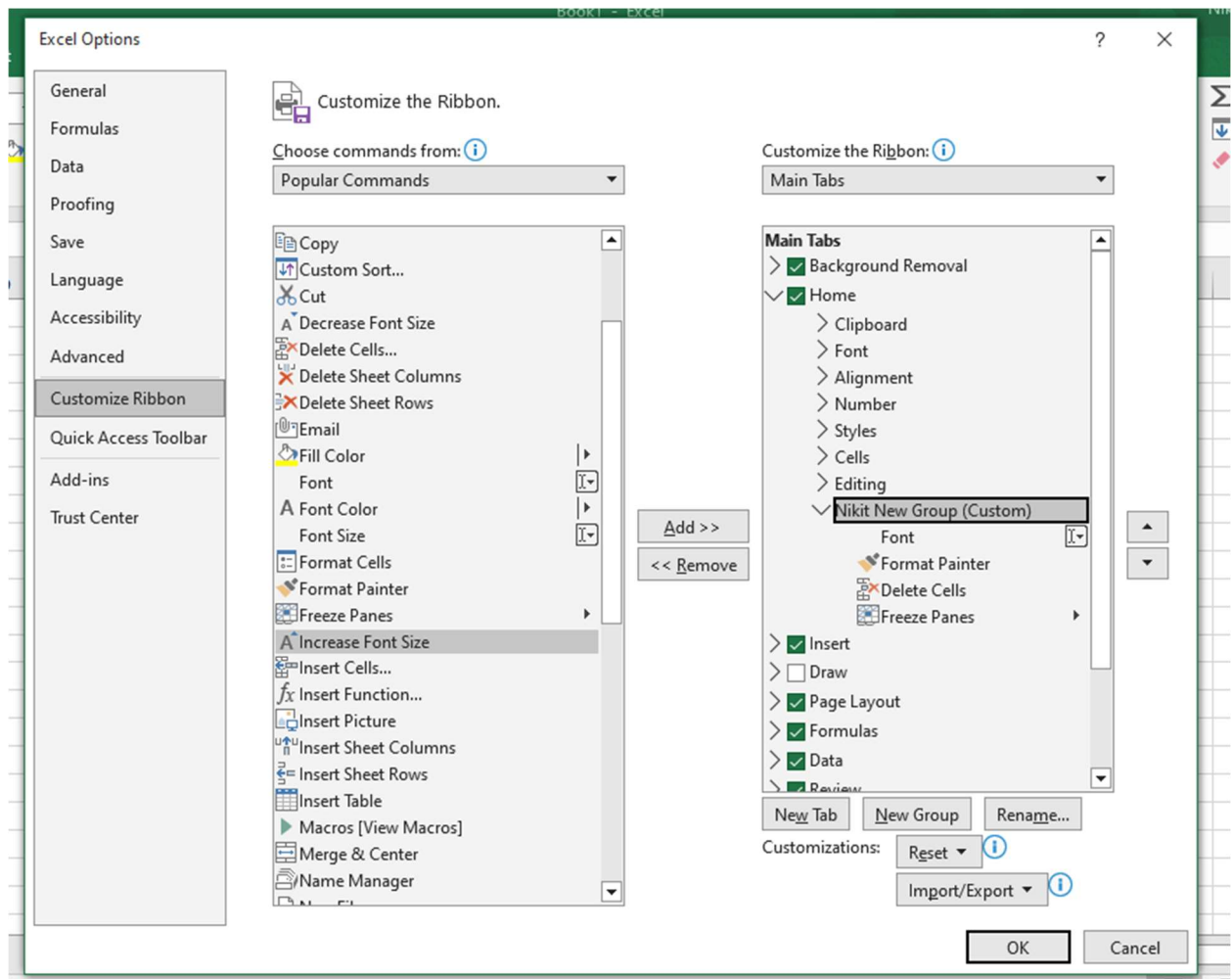
- Data Entry
- Data Management
- Accounting
- Financial Management
- Programming
- Time Management
- Task Management
- Charting and Graphing

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:-

- Ctrl+B to Bold the fonts
- Ctrl+I to make fonts Italic
- Ctrl+U to Underline the font
- Alt+H+H to highlight the cell
- Alt+H+FC to Change the Font Color
- Alt+H+W to Wrap Texts in the Cell

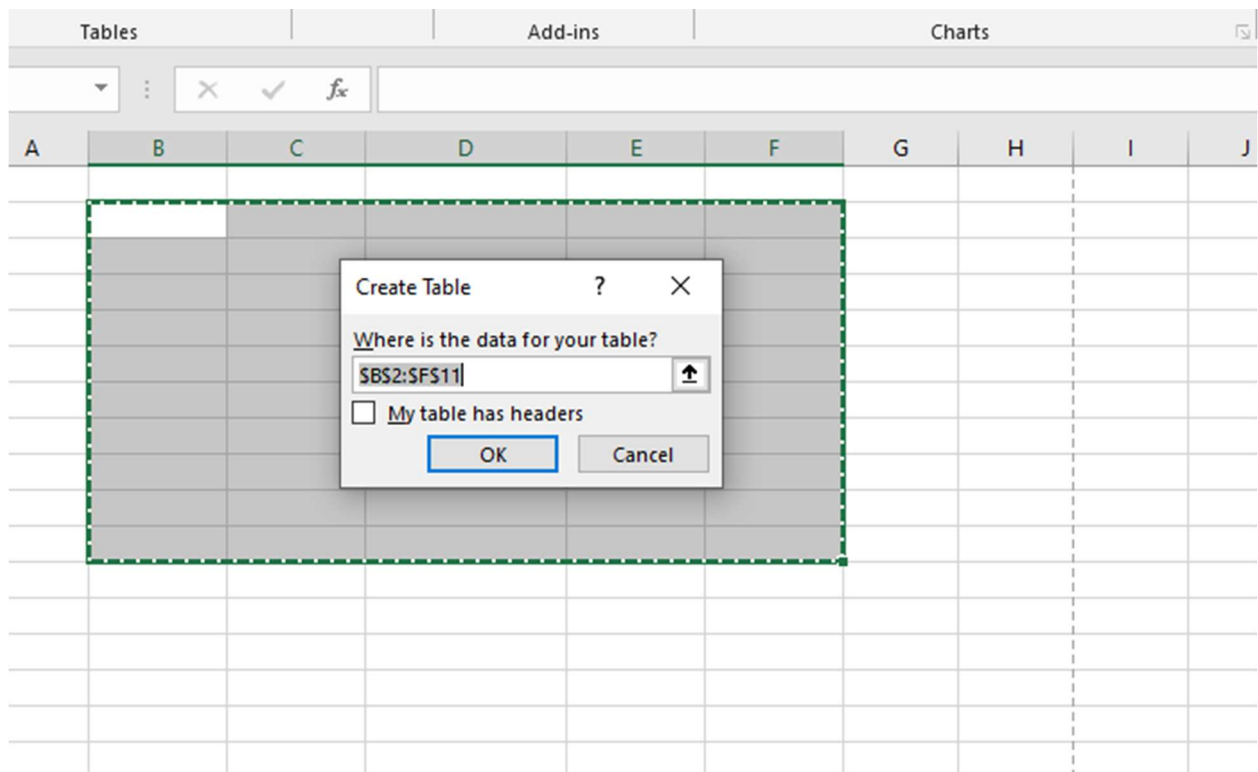
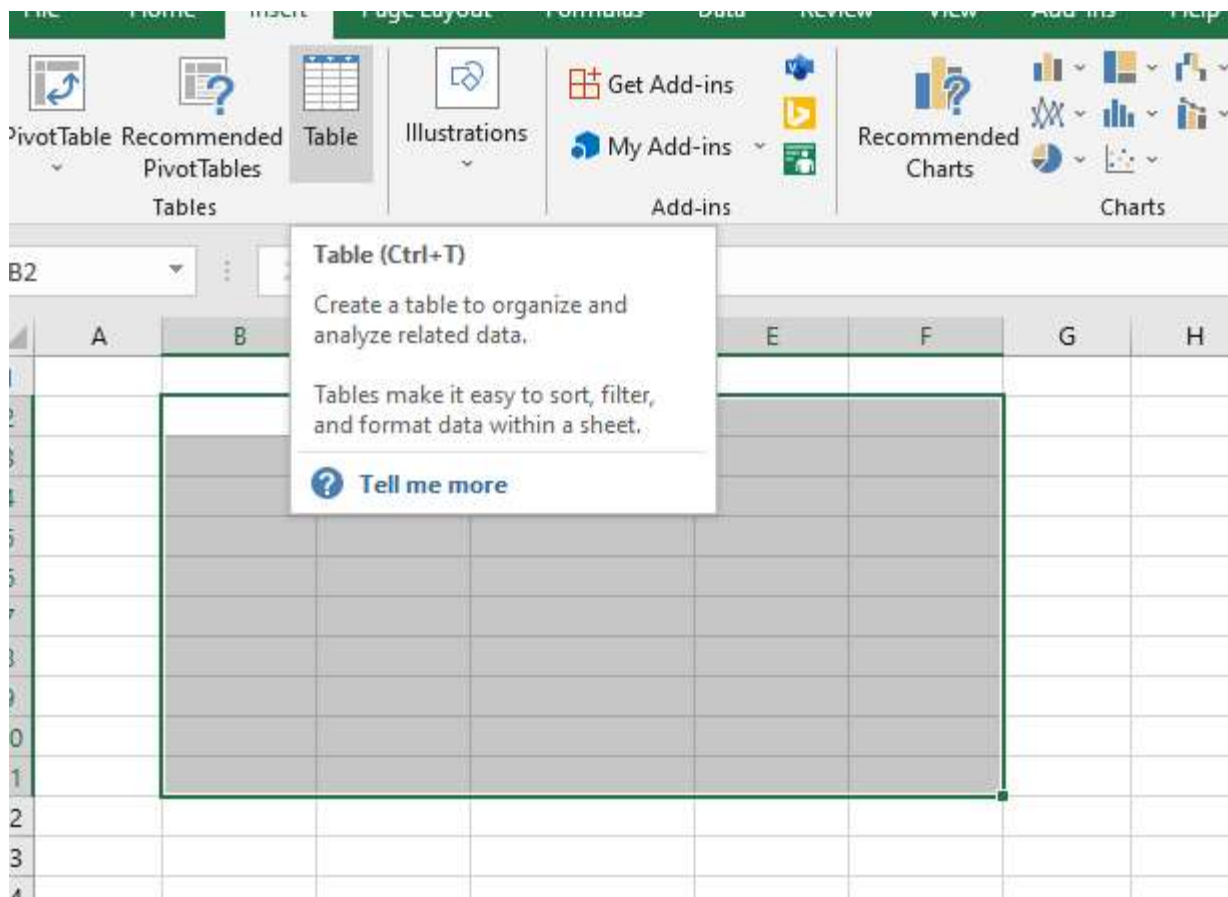
5. What distinguishes Excel from other analytical tools?

Ans:-

Excel Empowers to understand the data through natural language queries which is very complicated in other tools. It helps you to understand the meaning of many operations before further learning of other analytical tools. It is also more user friendly

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

Ans:-



Microsoft Excel ribbon showing the **Page Layout** tab. The **Table** group is active, displaying options for **Table**, **Table Design**, and **Table Tools**. The **Table** group includes icons for **Table**, **Table Design**, **Table Tools**, **Table Properties**, **Table Styles**, **Table Layout**, **Table Formulas**, **Table References**, **Table Borders**, **Table Background Colors**, **Table Text**, **Table Symbols**, **Table Links**, **Table Sparklines**, **Table Slicer**, **Table Timeline**, **Table Link**, **Table Text**, **Table Symbols**, **Table WordArt**, **Table Signature**, **Table Object**, and **Table Line**.

The **Table** group is expanded, showing the **Table** dropdown menu. The **Table** dropdown menu is open, showing options for **Table**, **Table Design**, **Table Tools**, **Table Properties**, **Table Styles**, **Table Layout**, **Table Formulas**, **Table References**, **Table Borders**, **Table Background Colors**, **Table Text**, **Table Symbols**, **Table Links**, **Table Sparklines**, **Table Slicer**, **Table Timeline**, **Table Link**, **Table Text**, **Table Symbols**, **Table WordArt**, **Table Signature**, **Table Object**, and **Table Line**.

The **Table** dropdown menu is open, showing options for **Table**, **Table Design**, **Table Tools**, **Table Properties**, **Table Styles**, **Table Layout**, **Table Formulas**, **Table References**, **Table Borders**, **Table Background Colors**, **Table Text**, **Table Symbols**, **Table Links**, **Table Sparklines**, **Table Slicer**, **Table Timeline**, **Table Link**, **Table Text**, **Table Symbols**, **Table WordArt**, **Table Signature**, **Table Object**, and **Table Line**.

Microsoft Excel worksheet showing a table with 5 columns and 10 rows. The table is located in the range B2:F11. The table has a header row (B2:F2) and 9 data rows (B3:F11). The header row contains the text "Column1", "Column2", "Column3", "Column4", and "Column5". The data rows contain numerical values ranging from 1 to 9.

The table is selected, and the **Table** dropdown menu is open, showing options for **Table**, **Table Design**, **Table Tools**, **Table Properties**, **Table Styles**, **Table Layout**, **Table Formulas**, **Table References**, **Table Borders**, **Table Background Colors**, **Table Text**, **Table Symbols**, **Table Links**, **Table Sparklines**, **Table Slicer**, **Table Timeline**, **Table Link**, **Table Text**, **Table Symbols**, **Table WordArt**, **Table Signature**, **Table Object**, and **Table Line**.

The **Table** dropdown menu is open, showing options for **Table**, **Table Design**, **Table Tools**, **Table Properties**, **Table Styles**, **Table Layout**, **Table Formulas**, **Table References**, **Table Borders**, **Table Background Colors**, **Table Text**, **Table Symbols**, **Table Links**, **Table Sparklines**, **Table Slicer**, **Table Timeline**, **Table Link**, **Table Text**, **Table Symbols**, **Table WordArt**, **Table Signature**, **Table Object**, and **Table Line**.

