

Excel Assignment - 6

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

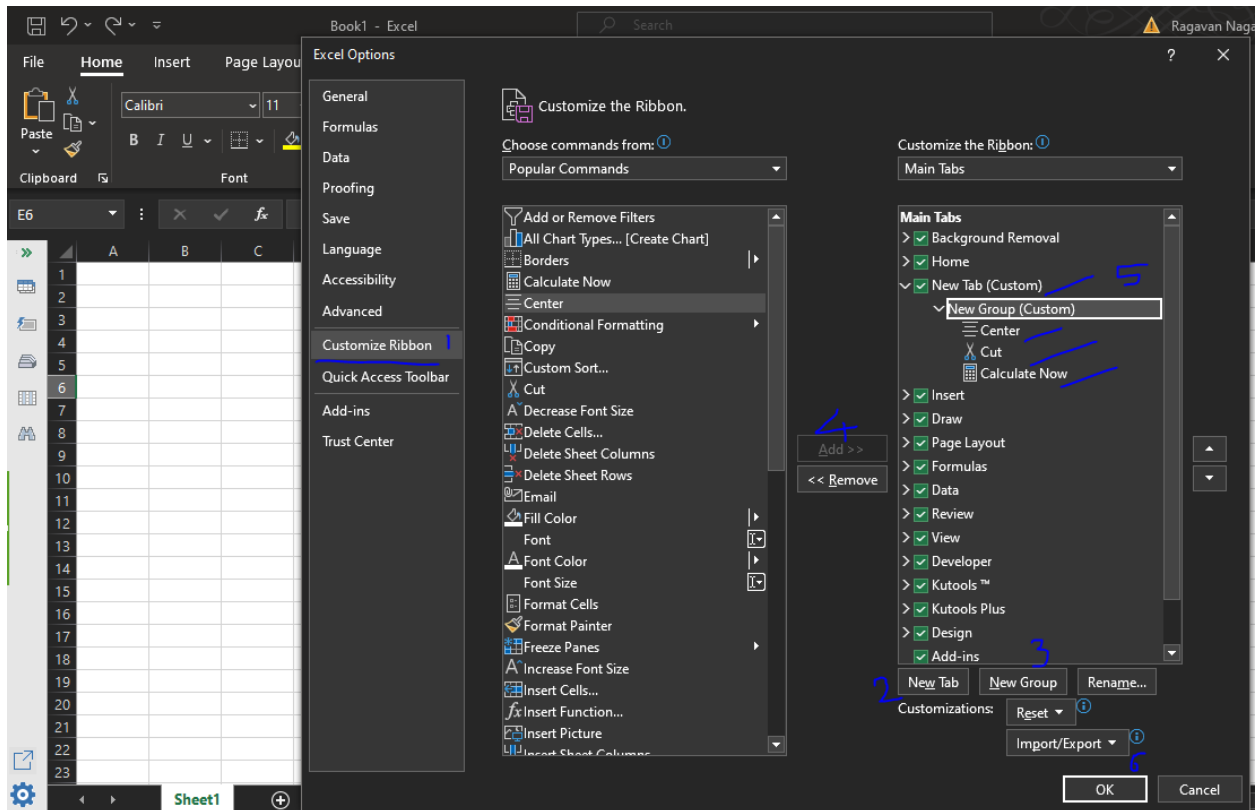
Sol: The interface components of Excel include the Quick Access Toolbar, Ribbon, Name Box, Formula Quick Menu, Formula Bar, Status Bar, Worksheet View Options, Zoom Slider Control, and the Zoom Percentage Indicator.

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

Sol: Data Entry, Accounting, Financial Analysis, Charting and graphing etc.

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.

Sol:



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

Sol: Ctrl+B, Ctrl+U, Ctrl+I

5. What distinguishes Excel from other analytical tools?

Sol: You can do a lot of things with Excel: modeling, visualization, reports, dynamic charts, etc.

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

Sol:

Name	Age
Ram	23
Shyam	24
Ravi	22
Sohan	23
Average	23