Excel Assignment - 6

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

Ans. The following are the basic parts of the Microsoft Excel Window:

Quick Access Toolbar File, Tab, Title Bar, Control Buttons , Menu Bar , Ribbon/Toolbar , Dialog Box Launcher ,Name Box ,Formula Bar , Scroll Bars ,Spreadsheet Area , Leaf Bar , Column Bar , Row Bar Cells , Cells , Status Bar , View Buttons , Zoom control

1. Quick Access Toolbar

This toolbar is located in the upper left corner of the screen. Its objective is to show the most frequently used Excel commands. We can customize this toolbar based on our preferred commands.

2. File Tab

Excel 2007's Office button has been replaced by the File tab. We can click it to check the Backstage view, where we can open or save files, create new sheets, print sheets, and perform other file-related operations.

3. Title Bar

The title bar of the spreadsheet is at the top of the window. It displays the active document's name.

4. Control Buttons

Control buttons are the symbols that are present in the upper-right side of the window, enabling us to change the labels, minimize, maximize, share, and close the sheet.

5. Menu Bar

Under the diskette or save icon or the excel icon (this will depend on the version of the program), labels or bars which enable changing the sheet which is shown. These are the menu bar and contain a File, Insert, Page Layout, Formulas, Data, Review, View, Help, and a Search Bar with a light bulb icon. These menus are divided into subcategories which simplify the distribution of information and analysis of calculations.

6. Ribbon/Toolbar

Each menu bar contains several different elements. On the selection of the menu, a sequence of command options/icons will show on a ribbon. For example, if we select the "Home" tab, we will see cut, copy, paste, bold, italic, underline, and more commands. In the same way; we can click on the "Insert" tab, we will see tables, illustrations, additional, recommended graphics, graphics maps, among others. On the other hand, if we select the "Formulas" option. Insert functions, auto sum recently used, finances, logic, text, time, date, etc.

7. Dialog Box Launcher

Dialog box launcher is a very little down arrow that is present in the lower-right corner of a command group on the Ribbon. By clicking on this arrow, we can explore more options related to the concerned group.

8. Name box

Show the location of the active cell, row, or column. We have the option of selecting multiple options.

9. Formula Bar

Formula bar permits us to observe, insert or edit the information/formula entered in the active cell.

10. Scrollbars

Scrollbars are the tools that enable us to move the document's vertical and horizontal views. We can activate this by clicking on the platform's internal bar or the arrows we have on the sides. Additionally, we can use

the mouse wheel in order to automatically scroll up or down: or use the directional keys.

11. Spreadsheet Area

It is the place where we enter our data. It includes all the rows, cells, columns, and built-in data in the spreadsheet. We can use shortcuts to perform toolbar activities or formulas of arithmetic operations (add, subtract, multiply, etc.). The insertion point is the blinking vertical bar known as the "cursor." It specifies the insertion location of the typing.

12. Leaf Bar

Leaf bar is present at the bottom of the spreadsheet, which says sheet1 is shown. This sheet bar describes the spreadsheet which is currently being worked on. Using this, we can alternate a number of sheets or add a new one as per our convenience.
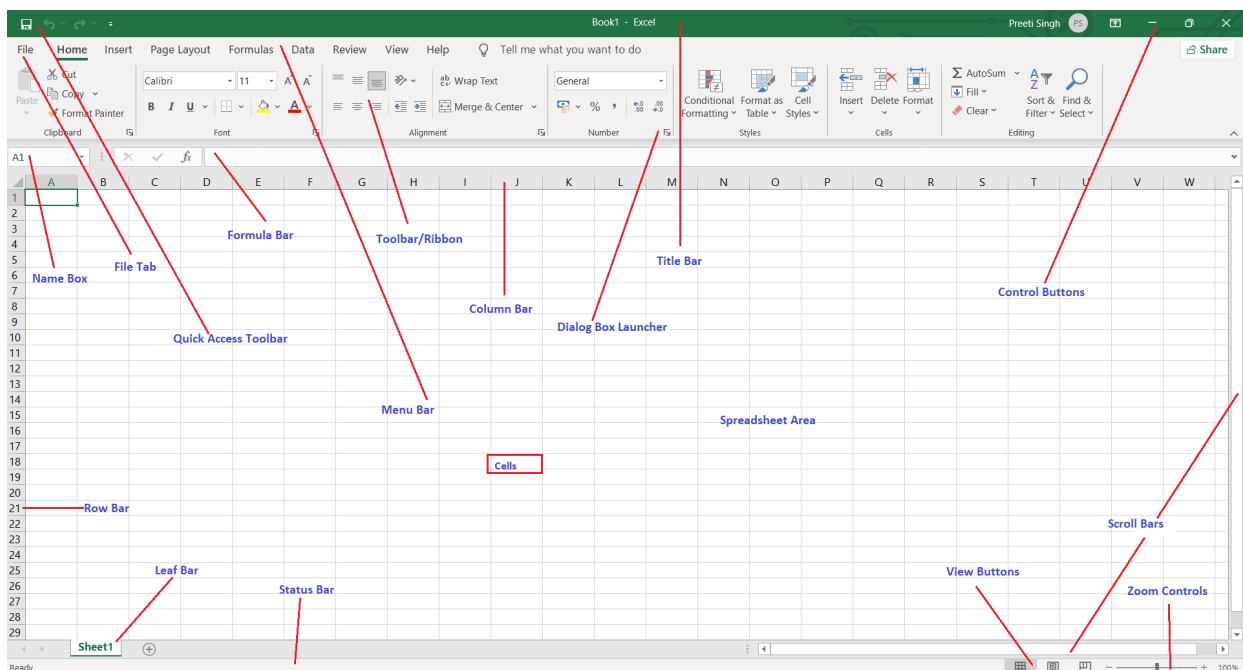
2. Write down the various applications of Excel in the industry.

Ans. Leaf bar is present at the bottom of the spreadsheet, which says sheet1 is shown. This sheet bar describes the spreadsheet which is currently being w1.

I. BUSINESS ANALYSIS

The #1 use for Microsoft Excel in the workplace is to do business analysis. Business analysis is essentially using collected data to inform decision-making. Businesses naturally gather data in their day-to-day activities, which may be data on product sales, website traffic, spending on supplies, insurance claims, etc.orked on. Using this, we can alternate a number of sheets or add a new one as per our convenience.

2. PEOPLE MANAGEMENT

MS Excel is a powerful way to organise information about people, whether they are employees, customers, supporters, or training attendees. Using Excel, personal data can be stored and retrieved efficiently. A spreadsheet row or column can be used for an individual record, including name, email address, employee start date, items purchased, subscription status, and last contact.

3. MANAGING OPERATIONS

While Amazon uses sophisticated custom software for operations management, MS Excel is an essential tool for many smaller businesses (or parts of larger companies). An advantage of Excel is that it's relatively low-tech, allowing it to be used by many people without the risk of programming bugs.

4. PERFORMANCE REPORTING

Performance monitoring and reporting is a specialised type of business analysis that can be done effectively using MS Excel.

5. OFFICE ADMINISTRATION

Office administrators use Excel to enter and store much of the data subsequently used for accounting and financial reporting, business analysis and performance reporting. Besides record-keeping, Excel is useful in office administration for day-to-day tasks such as invoicing, paying bills, and

contacting suppliers and clients. It's an all-purpose tool for keeping track of and managing office activities.

6. STRATEGIC ANALYSIS

Regarding Excel, strategic analysis is where business decisions are closely connected to the data and formulas on spreadsheets. You apply Excel to guide actions such as investments and asset allocations.

7. PROJECT MANAGEMENT

Although project managers have access to purpose-built Project Management (PM) software, an Excel Workbook is often an effective alternative.

8. MANAGING PROGRAMMES

Excel is a good platform for managing programmes. It can be adapted to handle the specific characteristics of a given programme. And, because MS Excel is widely known, multiple people can easily manage programme records and, when the time comes, handed over to a new manager.

9. CONTRACT ADMINISTRATION

With Excel, many different contract management templates are available, and these can be adapted to suit the particular contract type or stage of the contract lifecycle.

10. ACCOUNT MANAGEMENT

Account managers are generally required to be competent MS Excel users since they receive and need to maintain customer records. The job of an

account manager is to nurture relationships with existing clients of the business. The key goals are to achieve customer loyalty and repeat sales.

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. Add custom tabs and groups

- Select File > Options > Customize Ribbon
- To add a new tab to the ribbon, select New Tab.
- To remove a tab, in the Customize the Ribbon list, select it. Then select Remove.
- To add a custom group to a tab, select the tab you want to add a group to, and then select New Group.

- To rename a tab or a group, select the tab or group, select Rename, enter a display name for the group, and then select OK.
- To add commands to a custom group, select the group. Then, in the Choose commands from list, select a command and select Add.

On the Data tab, in the Outline group, click Group. Then in the Group dialog box, click Rows, and then click OK. Tip: If you select entire rows instead of just the cells, Excel automatically groups by row - the Group dialog box doesn't even open. The outline symbols appear beside the group on the screen
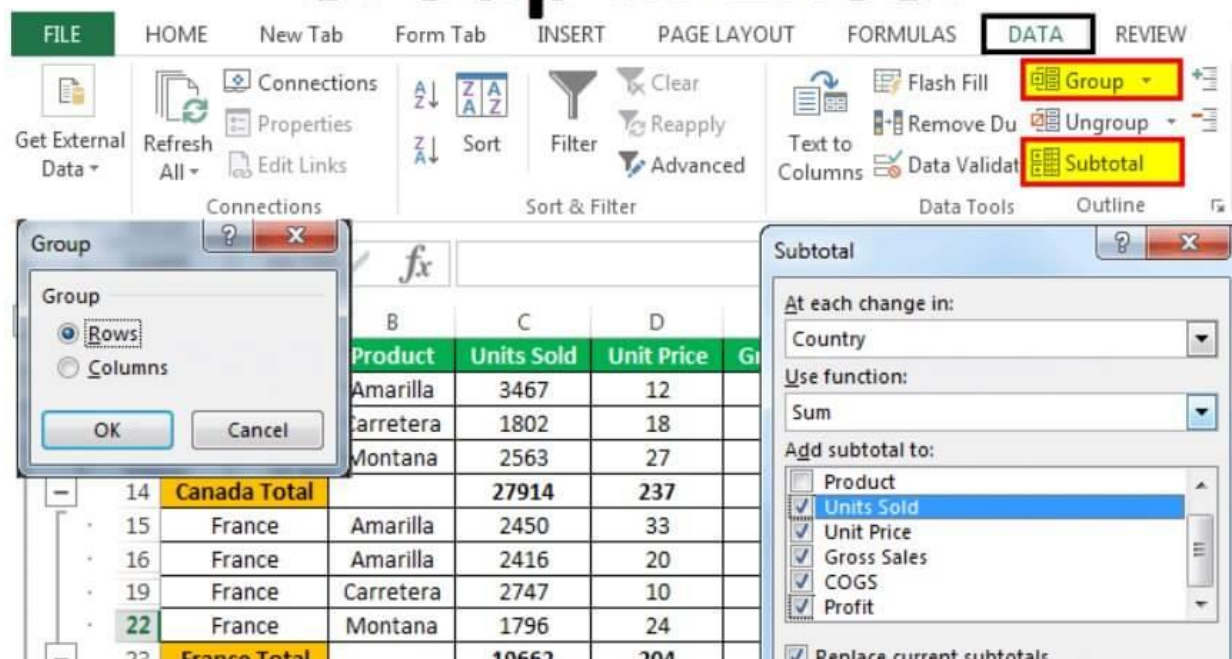
How to add a command button to Excel ribbon
In the list under Customize the Ribbon, select the target custom group.
In the Choose commands from drop-down list on the left, select the list from which you want to add commands, for example, Popular Commands or Commands Not in the Ribbon.

4. Make a list of different shortcut keys that are only connected to formatting with their functions.
   Ctrl + R: Aligns the line or selected text to the right of the screen.
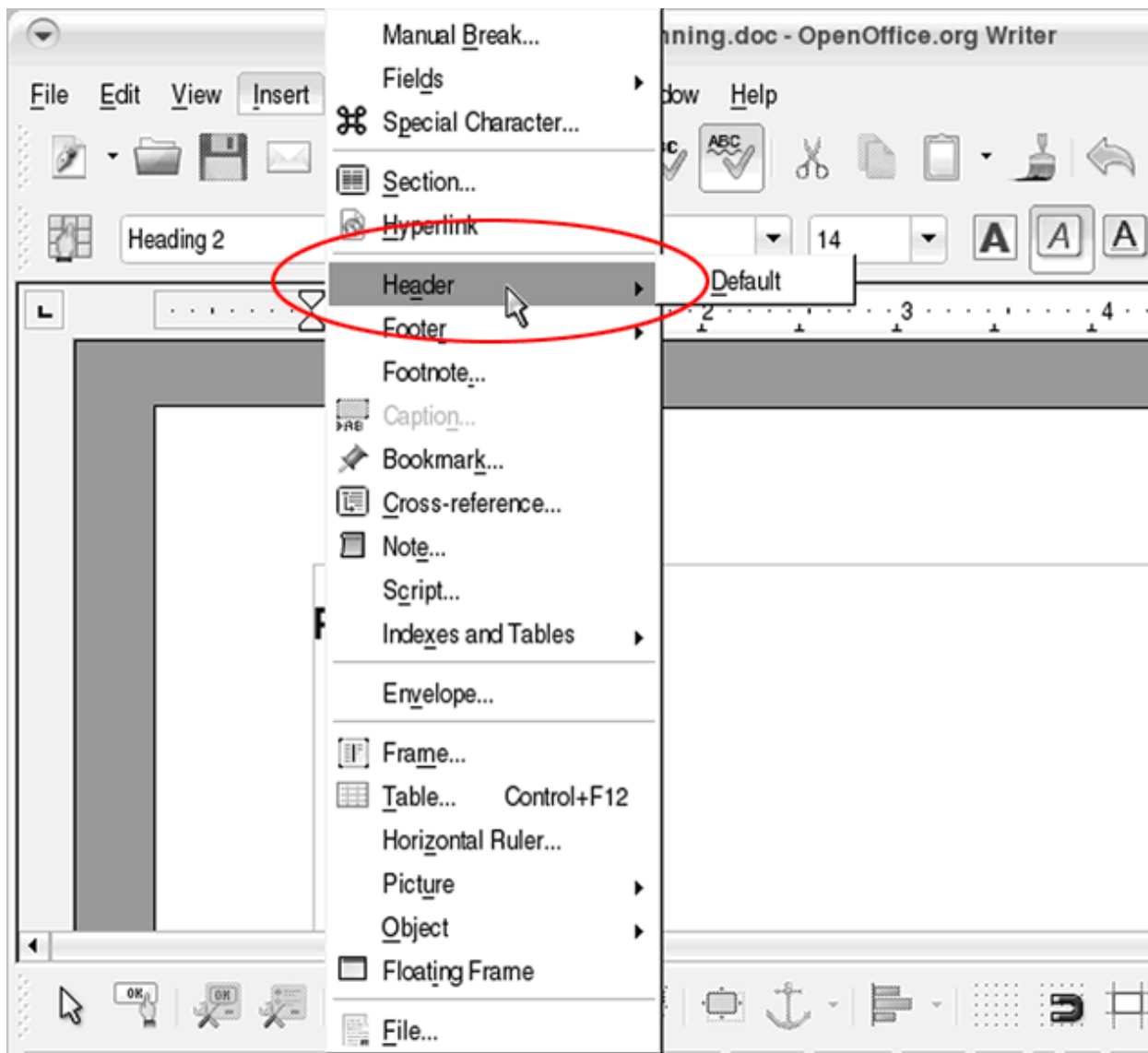   Ctrl + M: Indent the paragraph.

Ctrl + Shift + F: Change the font.

Ctrl + Shift + >: Increase selected font +1pts up to 12pt and then increases font +2pts.

5. What distinguishes Excel from other analytical tools?

Ans. things with Excel: modeling, visualization, reports, dynamic charts, etc. It can help you understand the meaning of many operations before further learning other tools (**such as Python and R).**

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

Ans. Go to Insert > Header or Footer. Choose from a list of standard headers or footers, go to the list of Header or Footer options, and select the header or footer that you want. Or, create your own header or footer by selecting Edit Header or Edit Footer. When you're done, select Close Header and Footer or press Esc.