Excel Assignment - 6

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

Interface Components

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.

Quick Access Toolbar: The Quick Access Toolbar is found on the top-left of the Excel window which contains the commonly-used commands in Excel. This toolbar can be customized and lets you choose which commands you want to access easily. By default, this contains the save, undo, and redo commands.

Ribbon: The Ribbon interface contains the commands that are available for use in Excel. This has multiple tabs including the File, Home, Insert, Page Layout, Formulas, Data, Review, View, Add-ins, and Help tabs. There are tabs that will appear when necessary; for example, the Format tab appears when you click an inserted shape. The tabs are then subdivided in groups based on the usage of the commands. For example, in the home tab, the commands are grouped in Clipboard, Font, Alignment, Number, Styles, Cells, and Editing.

Name Box: The Name Box is an input box that normally displays the name or location of the active cell on the worksheet. This is also used to directly create a named range. When you open a blank workbook, the selected cell is A1, by default.

Formula Quick Menu: The Formula Quick Menu beside the Name box is a shortcut when you want to insert a function. If you click the *fx* option, the Insert Function will pop up to let you choose which Excel function would you like to use.

Formula Bar: The Formula Bar is found just beside the Formula Quick Menu. This allows you to enter or edit data, formula, or a function that will appear in the selected cell whose name or location appears in the Name Box.

Status Bar: The Status Bar in the bottom-left corner of the Excel window displays various information about the current mode of the workbook.
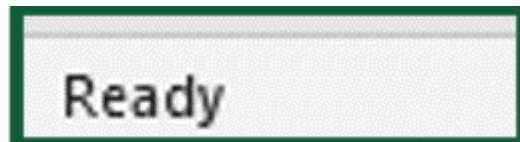
Worksheet View Options: The Worksheet View Options lets you choose which of the 3 worksheet views you want (Normal, Page Layout, or Page Break Preview). By default, the worksheet view is set to Normal.

Zoom Slider Control: Zoom Slider Control helps you zoom in and zoom out of the worksheet.

Zoom Percentage Indicator: The Zoom Percentage Indicator displays the zoom percentage just beside the Zoom Slider Control. By default, it is set to 100%
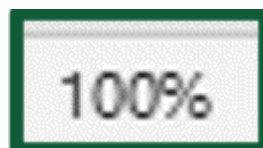
2. Write down the various applications of Excel in the industry.

The most common business uses of MS Excel are business analysis, managing lists of people, operations management, and performance reporting. The software is also handy for office administration, project management, and managing programs, contracts, and accounts.

At a basic level, Excel is used for storing information, analysing and sorting, and reporting. The platform is popular in business because an Excel spreadsheet is highly visual and fairly easy to use.

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.
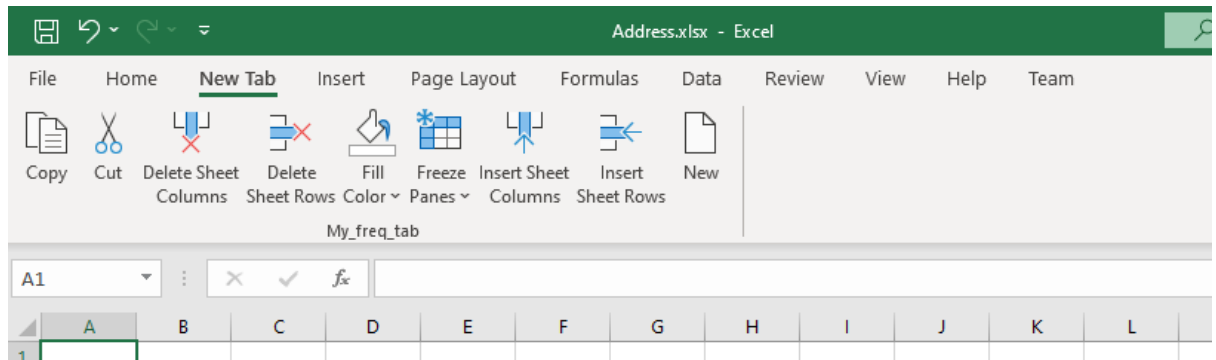
- Go to File > Options > Customize Ribbon. Or Right-click on the ribbon and select Customize the Ribbon… from the context menu
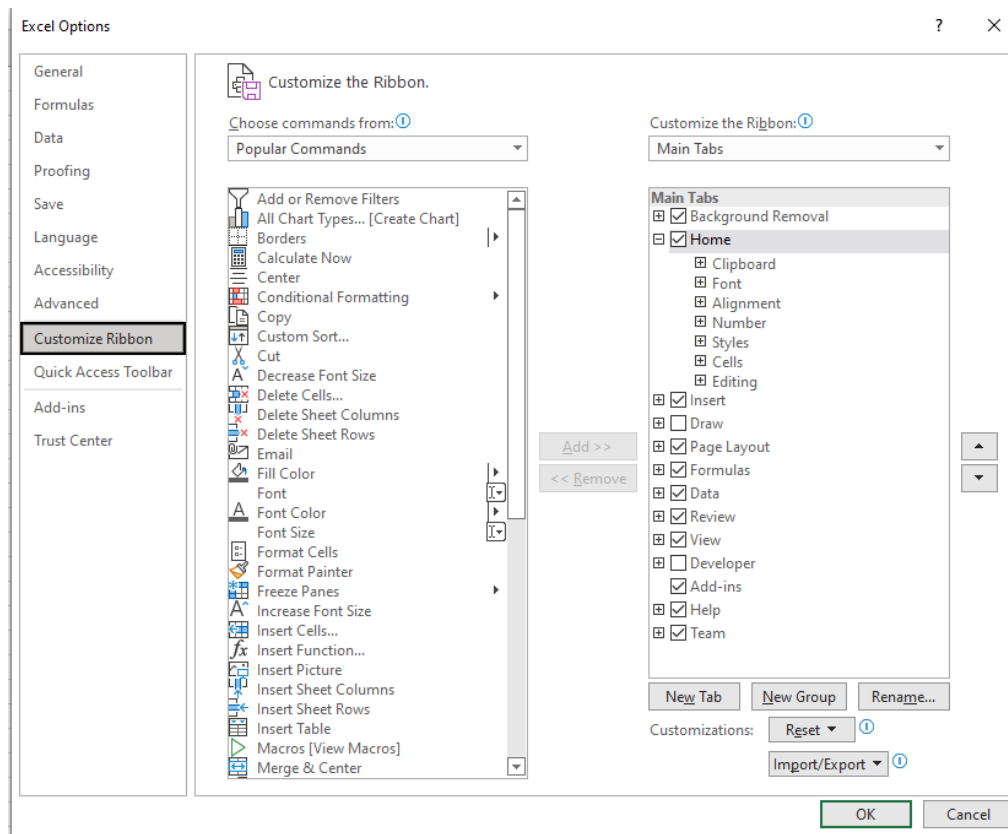
- Click on the new tab.
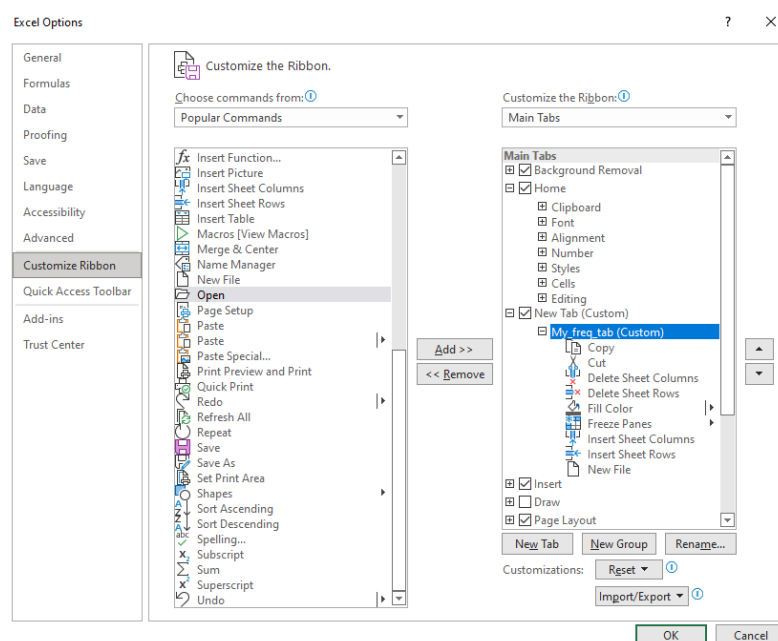
- Rename the tab name if you want (In my case I went with the default name).
- Add the required command.
- Rename the group name (In my case I named it My_freq_tab).
- Click on OK.

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

Here are 12 great keyboard shortcuts to quickly format your data.

Ctrl + Shift + ~	>	Apply general format.
Ctrl + Shift + $	>	Apply currency format.
Ctrl + Shift + %	>	Apply percent format.
Ctrl + Shift + ^	>	Apply scientific format.
Ctrl + Shift + #	>	Apply date format.
Ctrl + Shift + @	>	Apply time format.
Ctrl + Shift + !	>	Apply number format.
Ctrl + 1	>	Open the Format Cells dialog box.
Ctrl + B	>	Apply or remove bold format.
Ctrl + I	>	Apply or remove italic format.
Ctrl + U	>	Apply or remove underline format.
Ctrl + 5	>	Apply or remove strike format.

5. What distinguishes Excel from other analytical tools?

- It's easy to get started with Excel.

- The learning resources are very rich.

- You can do a lot of things with Excel: modelling, 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).

- Best way to store data

- You can perform calculations

- All the tools for data analysis

- Easy to data visualizations with charts

- You can print reports easily

- So many free templates to use

- You can code to automate

- Transform and clean data

- Store data with millions of rows

- You can work with Excel online + mobile app

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

I have created a table that contains the US state name and state code.

To insert the header and footer into the table

- Go to insert and click on "Header & Footer".
- Then choose the custom element for the header and footer as shown in the below images.

Header

Footer

Print preview

Code	State	Alpha code
1	Alabama	AL
2	Alaska	AK
4	Arizona	AZ
5	Arkansas	AR
6	California	CA
8	Colorado	CO
9	Connecticut	CT
10	Delaware	DE
11	District of Columbia	DC
12	Florida	FL
13	Georgia	GA
15	Hawaii	HI
16	Idaho	ID
17	Illinois	IL
18	Indiana	IN
19	Iowa	IA
20	Kansas	KS
21	Kentucky	KY
22	Louisiana	LA
23	Maine	ME
24	Maryland	MD
25	Massachusetts	MA
26	Michigan	MI
27	Minnesota	MN
28	Mississippi	MS
29	Missouri	MO
30	Montana	MT
31	Nebraska	NE
32	Nevada	NV
33	New Hampshire	NH
34	New Jersey	NJ
35	New Mexico	NM
36	New York	NY
37	North Carolina	NC
38	North Dakota	ND
39	Ohio	OH
40	Oklahoma	OK
41	Oregon	OR
42	Pennsylvania	PA
44	Rhode Island	RI
45	South Carolina	SC
46	South Dakota	SD
47	Tennessee	TN
48	Texas	TX
49	Utah	UT
50	Vermont	VT