Excel Assignment - 6

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

Ans- Various elements of Excel interface include <u>Ribbon, File tab, Formula Bar, Worksheet tab, rows and columns, cells, status bar</u>
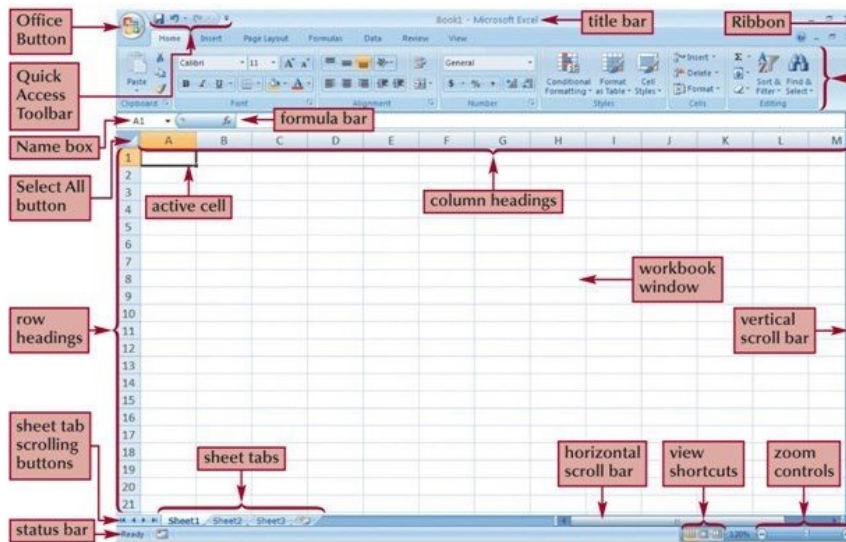
<u>Their usage</u>

a)Title Bar- contains name of workbook

b)Quick access toolbar- shows most frequently used Excel commands

c)File Tab- to perform file related operations such as creating a new sheet, printing sheets etc.

d)Control Buttons- help in minimizing and maximizing sheets

e)Menu bar- contain a **File, Insert, Page Layout, Formulas, Data, Review, View, Help, and a Search Bar with a light bulb icon**

Office Button

Quick Access Toolbar

Name box

Select All button

row headings

sheet tab scrolling buttons

status bar

title bar

Ribbon

formula bar

active cell

column headings

workbook window

vertical scroll bar

sheet tabs

horizontal scroll bar

view shortcuts

zoom controls

Graduationcourse.in

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

Ans- Various applications of excel in industry are

a)Business Analysis- through analyzing business data, creating dashboards, reports, performing trend analysis

b)Human resource monitoring- tracking attendance

c)Project Management- Planning and execution

d)Marketing - of products and tools

e)Data Analysis- to find various trends

f)Supply track management- of inventory and goods

Uses of MS Excel

- Accounting and Budgeting
- Collection and Verification of Business Data
- Reporting and Visualizations
- Calendars and Schedules
- Data Analysis and Interpretation
- Administrative and Managerial Duties
- Performing Calculations
- Forecasting
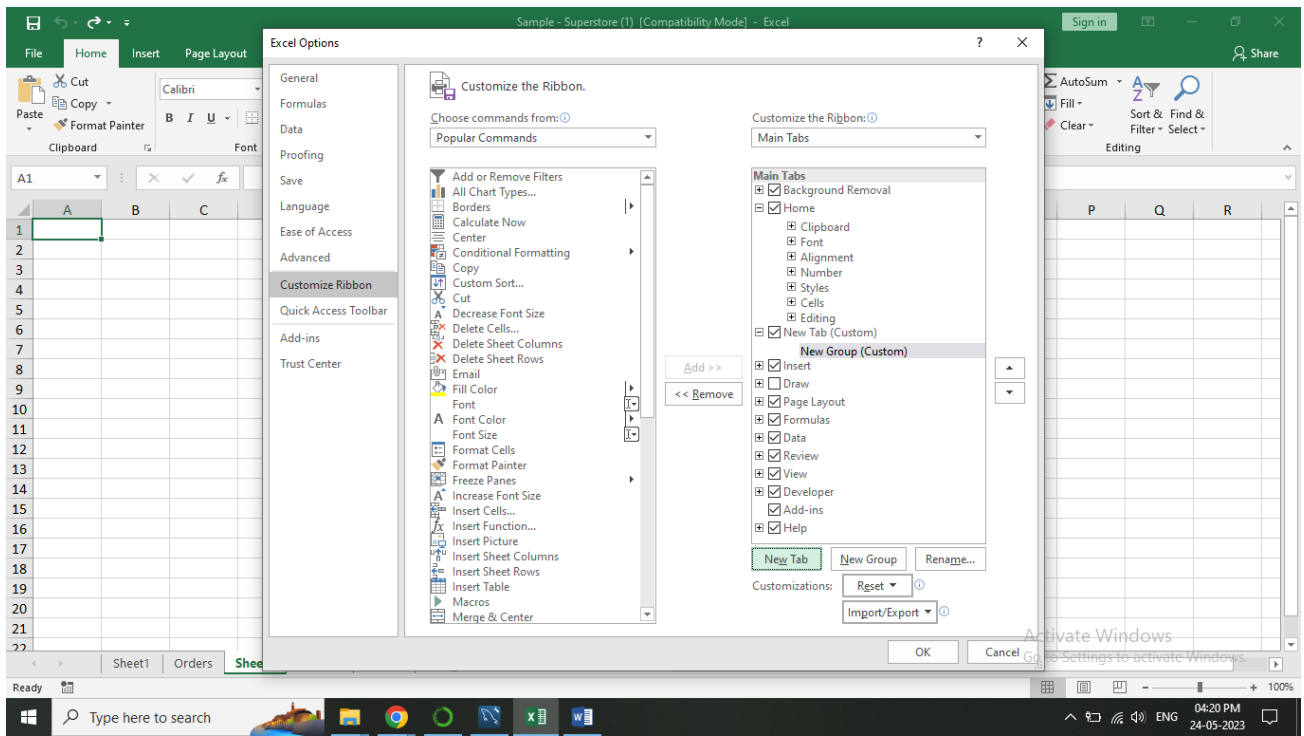- Data Entry and Storage
- Automating Repetitive Tasks

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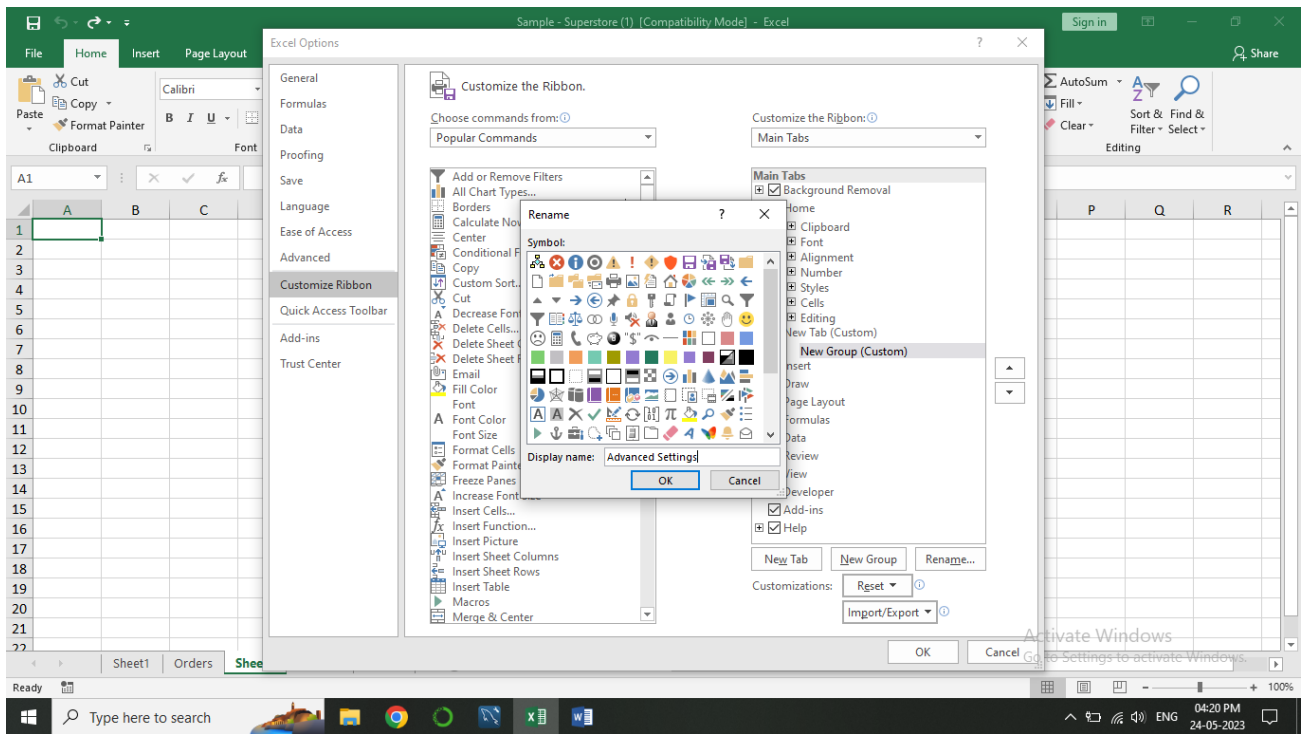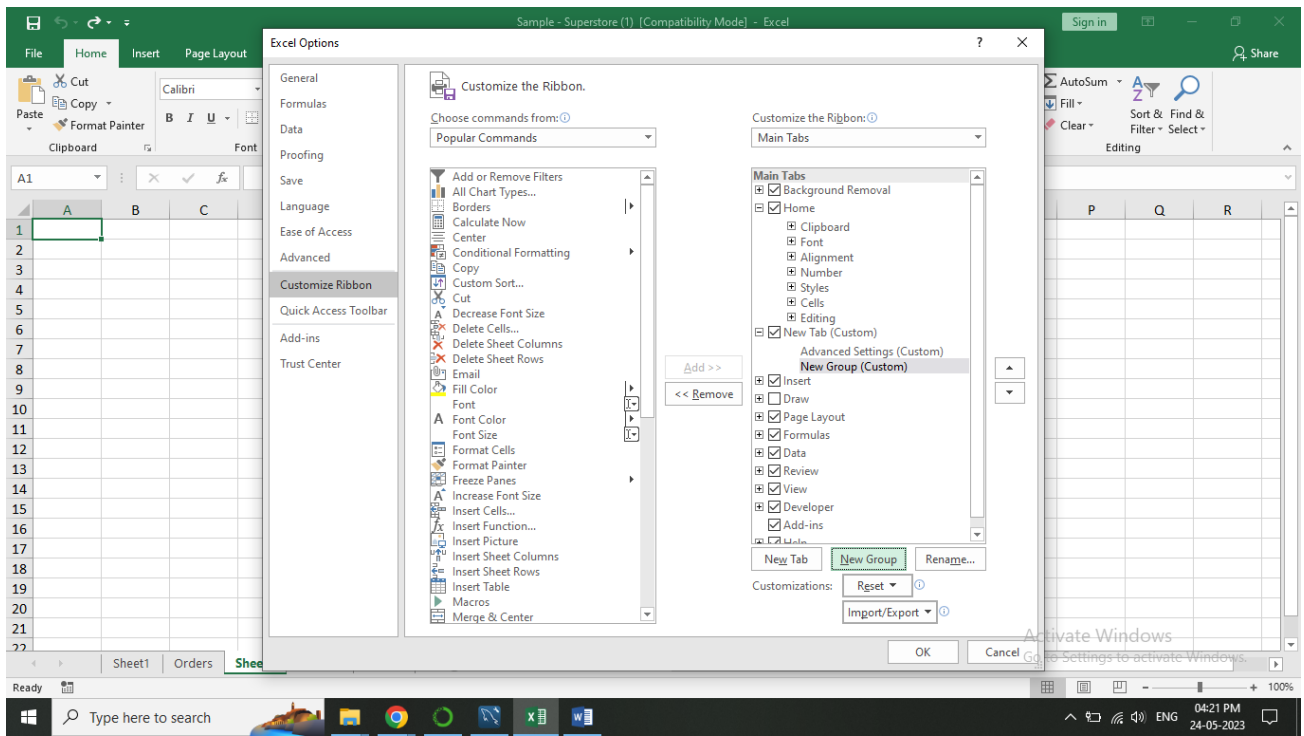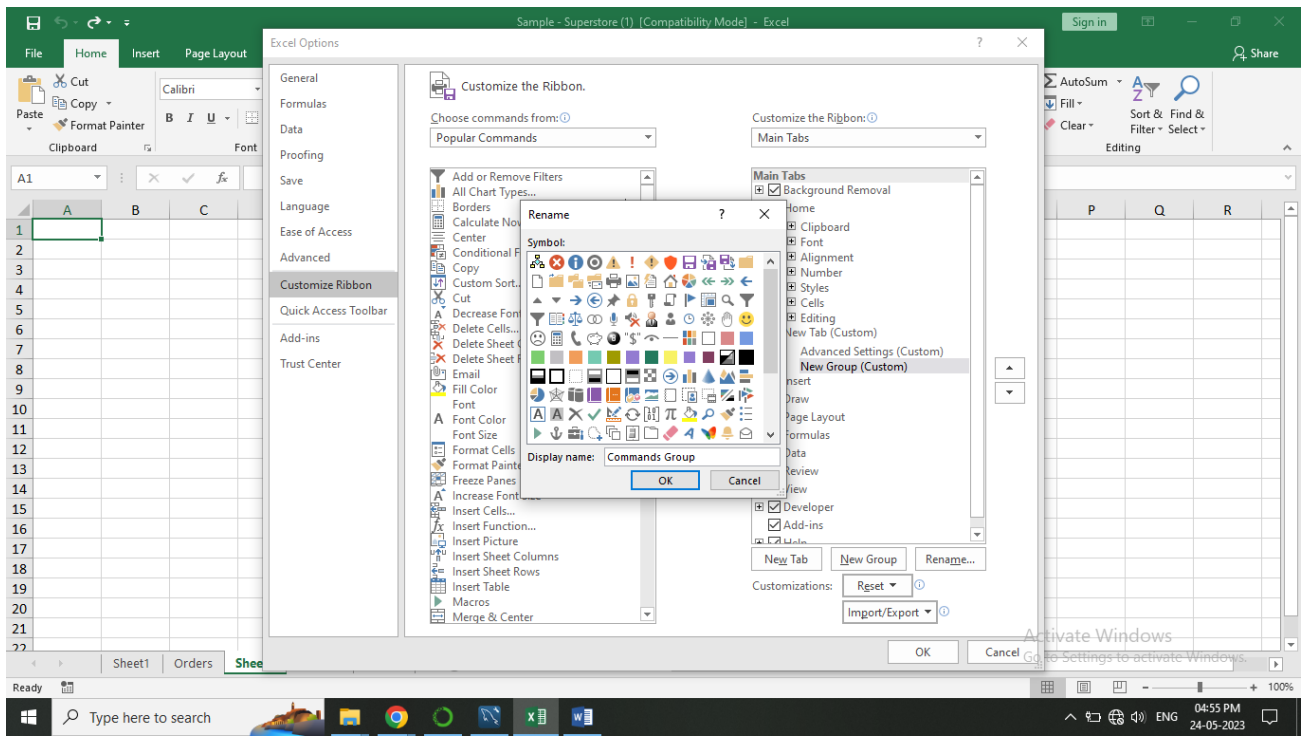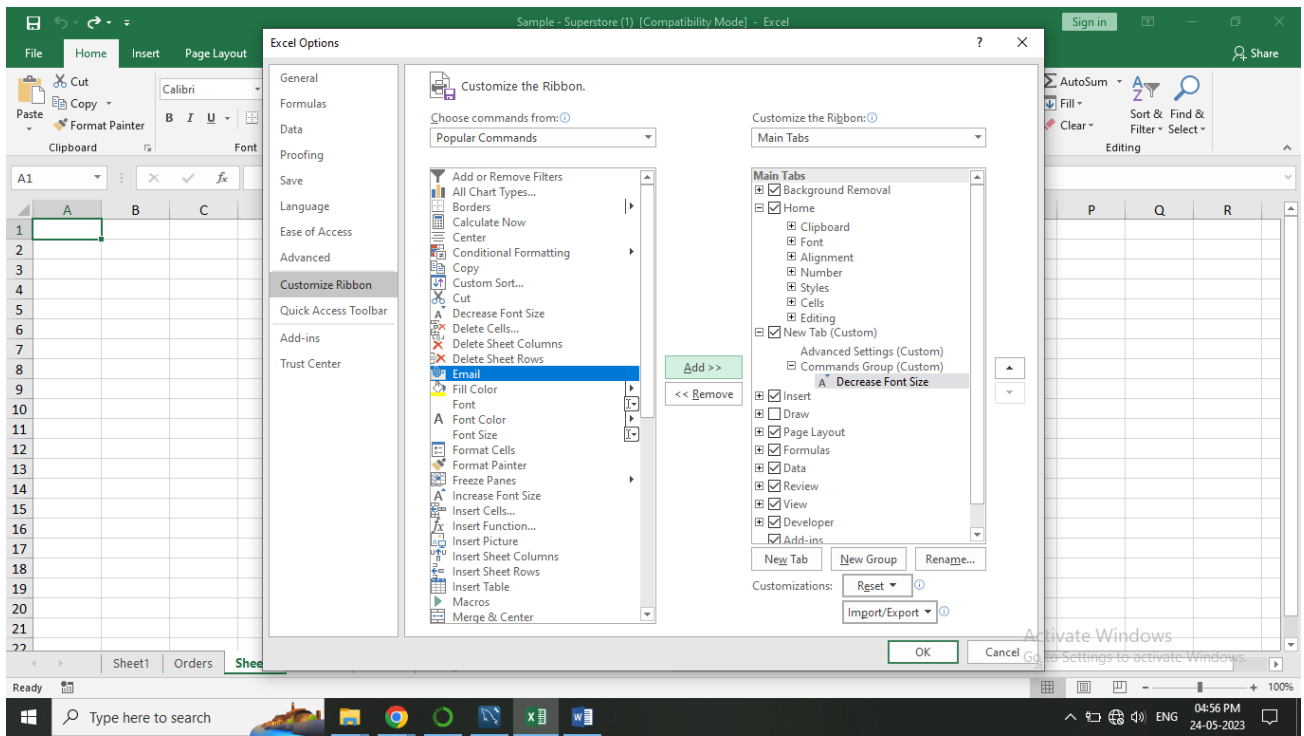
Ans-
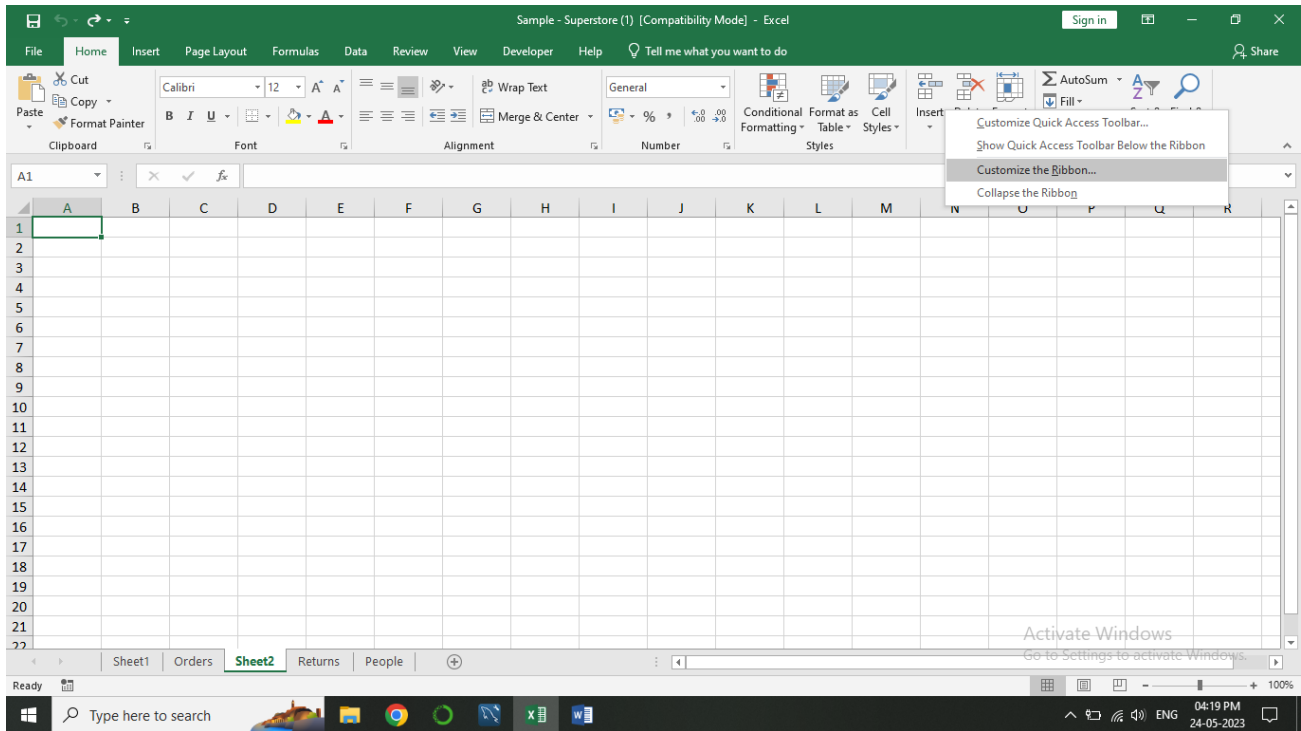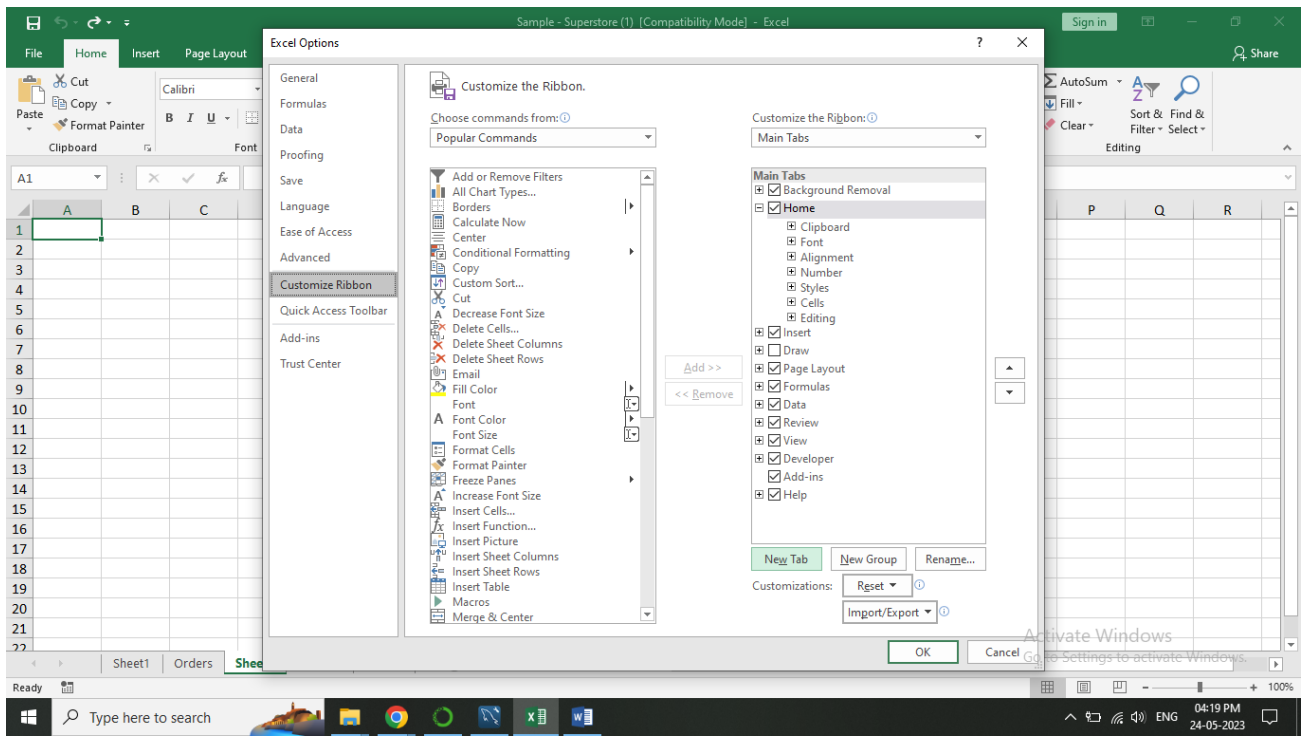
4. Make a list of different shortcut keys that are only connected to formatting with their functions.

Ans- Shortcut keys connected to formattingv are

1. Ctrl + B: Bold - Applies or removes bold formatting from the selected cell(s) or text.
2. Ctrl + I: Italic - Applies or removes italic formatting from the selected cell(s) or text.
3. Ctrl + U: Underline - Applies or removes underline formatting from the selected cell(s) or text.
4. Ctrl + 1: Format Cells - Opens the Format Cells dialog box, allowing you to customize the formatting options for the selected cell(s).
5. Ctrl + Shift + F: Font - Displays the Font tab of the Format Cells dialog box, where you can modify font-related formatting options.
6. Ctrl + Shift + P: Point Size - Displays the Number tab of the Format Cells dialog box, where you can adjust the font size.
7. Ctrl + Shift + F3: Create Name - Creates a named range based on the selected cells.
8. Ctrl + Shift + &: Apply Border - Applies a border to the selected cell(s).
9. Ctrl + Shift + _: Remove Border - Removes the border from the selected cell(s).
10. Ctrl + Shift + ~: General Number Format - Applies the "General" number format to the selected cell(s), displaying the values as they are entered.
11. Ctrl + Shift + $: Currency Format - Applies the currency format to the selected cell(s), displaying the values with the currency symbol and appropriate number formatting.
12. Ctrl + Shift + %: Percent Format - Applies the percentage format to the selected cell(s), displaying the values as percentages.
13. Ctrl + Shift + #: Date Format - Applies the date format to the selected cell(s), displaying the values as dates.
14. Ctrl + Shift + @: Time Format - Applies the time format to the selected cell(s),

displaying the values as times.

15. Ctrl + Shift + !: Comma Format - Applies the comma format to the selected cell(s), displaying the values with thousand separators.

5. What distinguishes Excel from other analytical tools?

Ans- Distinguishing features of Excel with respect to other tools are

a)<u>User friendliness-</u> easy to use and navigate

b)<u>Formula and Function capability-</u> allows faster processing

c)<u>Versatility-</u> can help in numerous tasks ranging from data cleaning to report generation

d)<u>Familiarity-</u> Readily used across the world

e)<u>Data visualization</u> through graphs and charts

f)<u>Integration with other tools</u>- SQL engine, Python, Power BI etc.

g)<u>Macros and automation</u>- to allows faster completion of work.

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

Ans-

Sample - Superstore (1) [Compatibility Mode] - Excel

Table Tools

Sign in

File | Home | New Tab | Insert | Page Layout | Formulas | Data | Review | View | Developer | Help | Design | Tell me what you want to do | Share

Themes | Colors | Fonts | Effects | Margins | Orientation | Size | Print Area | Breaks | Background | Print Titles | Width: Automatic | Height: Automatic | Scale: 100% | Gridlines: View, Print | Headings: View, Print | Bring Forward | Send Backward | Selection Pane | Align | Group | Rotate

Themes | Page Setup | Scale to Fit | Sheet Options | Arrange

A1

Page Setup dialog:

Page | Margins | Header/Footer | Sheet

Orientation
- ○ Portrait
- ○ Landscape

Scaling
- ● Adjust to: 100 % normal size
- ○ Fit to: 1 page(s) wide by 1 tall

Paper size: Letter
Print quality:
First page number: Auto

Print... | Print Preview | Options...

OK | Cancel

	A	B	C	D	E	F	G		M	
1	Row ID	Order ID	Order Date	Ship Date	Ship Mode	Customer ID	Customer Name	Se	egion	Produ
2	1	CA-2016-152156	08-11-2016	11-11-2016	Second Class	CG-12520	Claire Gute	Co	outh	FUR-I
3	2	CA-2016-152156	08-11-2016	11-11-2016	Second Class	CG-12520	Claire Gute		outh	FUR-(
4	3	CA-2016-138688	12-06-2016	16-06-2016	Second Class	DV-13045	Darrin Van Huff		Vest	OFF-L
5	4	US-2015-108966	11-10-2015	18-10-2015	Standard Class	SO-20335	Sean O'Donnell		outh	FUR-I
6	5	US-2015-108966	11-10-2015	18-10-2015	Standard Class	SO-20335	Sean O'Donnell		outh	OFF-S
7	6	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	BH-11710	Brosina Hoffman		Vest	FUR-I
8	7	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	BH-11710	Brosina Hoffman		Vest	OFF-A
9	8	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	BH-11710	Brosina Hoffman		Vest	TEC-F
10	9	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	BH-11710	Brosina Hoffman		Vest	OFF-E
11	10	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	BH-11710	Brosina Hoffman		Vest	OFF-A
12	11	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	BH-11710	Brosina Hoffman		Vest	FUR-T
13	12	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	BH-11710	Brosina Hoffman		Vest	TEC-F
14	13	CA-2017-114412	15-04-2017	20-04-2017	Standard Class	AA-10480	Andrew Allen		outh	OFF-F
15	14	CA-2016-161389	05-12-2016	10-12-2016	Standard Class	IM-15070	Irene Maddox		Vest	OFF-E
16	15	US-2015-118983	22-11-2015	26-11-2015	Standard Class	HP-14815	Harold Pawlan	H	entral	OFF-E
17	16	US-2015-118983	22-11-2015	26-11-2015	Standard Class	HP-14815	Harold Pawlan	H	entral	OFF-A
18	17	CA-2014-105893	11-11-2014	18-11-2014	Standard Class	PK-19075	Pete Kriz	C	entral	OFF-S
19	18	CA-2014-167164	13-05-2014	15-05-2014	Second Class	AG-10270	Alejandro Grove	C	Vest	OFF-F
20	19	CA-2014-143336	27-08-2014	01-09-2014	Second Class	ZD-21925	Zuschuss Donatelli	C	Vest	OFF-A
21	20	CA-2014-143336	27-08-2014	01-09-2014	Second Class	ZD-21925	Zuschuss Donatelli	Consumer	United States	San Francisco	California	94109	West	TEC-F
22	21	CA-2014-143336	27-08-2014	01-09-2014	Second Class	ZD-21925	Zuschuss Donatelli	Consumer	United States	San Francisco	California	94109	West	OFF-F

Sheet1 | Orders | Sheet2 | Returns | People

Ready | Average: 28128.66667 | Count: 165 | Sum: 1181404 | 100%

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Sample - Superstore (1) [Compatibility Mode] - Excel

Table Tools

Sign in

File | Home | New Tab | Insert | Page Layout | Formulas | Data | Review | View | Developer | Help | Design

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Share

Themes | Colors | Fonts | Effects | Margins | Orientation | Size | Print Area | Breaks | Background | Print Titles | Width: Automatic | Height: Automatic | Scale: 100% | Gridlines View Print | Headings View Print | Bring Forward | Send Backward | Selection Pane | Align | Group | Rotate

Themes | Page Setup | Scale to Fit | Sheet Options | Arrange

A1

	A	B	C	D	E	F	G	M
1	Row ID	Order ID	Order Date	Ship Date	Ship Mode	Customer ID	Customer Name	Prod
2	1	CA-2016-152156	08-11-2016	11-11-2016	Second Class	CG-12520	Claire	
3	2	CA-2016-152156	08-11-2016	11-11-2016	Second Class	CG-12520	Claire	
4	3	CA-2016-138688	12-06-2016	16-06-2016	Second Class	DV-13045	Darri	
5	4	US-2015-108966	11-10-2015	18-10-2015	Standard Class	SO-20335	Sean	
6	5	US-2015-108966	11-10-2015	18-10-2015	Standard Class	SO-20335	Sean	
7	6	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	BH-11710	Brosi	
8	7	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	BH-11710	Brosi	
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10	9	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	BH-11710	Brosi	
11	10	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	BH-11710	Brosi	
12	11	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	BH-11710	Brosi	
13	12	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	BH-11710	Brosi	
14	13	CA-2017-114412	15-04-2017	20-04-2017	Standard Class	AA-10480	Andre	
15	14	CA-2016-161389	05-12-2016	10-12-2016	Standard Class	IM-15070	Irene	
16	15	US-2015-118983	22-11-2015	26-11-2015	Standard Class	HP-14815	Harol	
17	16	US-2015-118983	22-11-2015	26-11-2015	Standard Class	HP-14815	Harol	
18	17	CA-2014-105893	11-11-2014	18-11-2014	Standard Class	PK-19075	Pete Kriz	Central	OFF-S
19	18	CA-2014-167164	13-05-2014	15-05-2014	Second Class	AG-10270	Alejandro Grove	West	OFF-S
20	19	CA-2014-143336	27-08-2014	01-09-2014	Second Class	ZD-21925	Zuschuss Donatelli	West	OFF-A
21	20	CA-2014-143336	27-08-2014	01-09-2014	Second Class	ZD-21925	Zuschuss Donatelli	Consumer	United States	San Francisco	California	94109	West	TEC-F
22	21	CA-2014-143336	27-08-2014	01-09-2014	Second Class	ZD-21925	Zuschuss Donatelli	Consumer	United States	San Francisco	California	94109	West	OFF-F

Page Setup

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Header

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To format text: select the text, then choose the Format Text button.
To insert a page number, date, time, file path, filename, or tab name: position the insertion point in the edit box, then choose the appropriate button.
To insert picture: press the Insert Picture button. To format your picture, place the cursor in the edit box and press the Format Picture button.

Left section: | Center section: | Right section:
Dates | Customer Info | Additional Info

OK | Cancel

Page | Margins | Header/Footer | Sheet

OK | Cancel

Sheet1 | Orders | Sheet2 | Returns | People

Ready

Average: 28128.66667 | Count: 165 | Sum: 1181404

100%

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Themes | Page Setup | Scale to Fit | Sheet Options | Arrange

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7	6	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	BH-11710	Brosi		
8	7	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	BH-11710	Brosi		
9	8	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	BH-11710	Brosi		
10	9	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	BH-11710	Brosi		
11	10	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	BH-11710	Brosi		
12	11	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	BH-11710	Brosi		
13	12	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	BH-11710	Brosi		
14	13	CA-2017-114412	15-04-2017	20-04-2017	Standard Class	AA-10480	Andre		
15	14	CA-2016-161389	05-12-2016	10-12-2016	Standard Class	IM-15070	Irene		
16	15	US-2015-118983	22-11-2015	26-11-2015	Standard Class	HP-14815	Harol		
17	16	US-2015-118983	22-11-2015	26-11-2015	Standard Class	HP-14815	Harol		
18	17	CA-2014-105893	11-11-2014	18-11-2014	Standard Class	PK-19075	Pete Kriz	Co	entral	OFF-
19	18	CA-2014-167164	13-05-2014	15-05-2014	Second Class	AG-10270	Alejandro Grove	Co	West	OFF-
20	19	CA-2014-143336	27-08-2014	01-09-2014	Second Class	ZD-21925	Zuschuss Donatelli	Co	West	OFF-
21	20	CA-2014-143336	27-08-2014	01-09-2014	Second Class	ZD-21925	Zuschuss Donatelli	Consumer	United States San Francisco California 94109 West	TEC-
22	21	CA-2014-143336	27-08-2014	01-09-2014	Second Class	ZD-21925	Zuschuss Donatelli	Consumer	United States San Francisco California 94109 West	OFF-

Sheet1 | Orders | Sheet2 | Returns | People

Ready

Average: 28128.66667 | Count: 165 | Sum: 1181404 | 100%

Page Setup dialog

Page | Margins | Header/Footer | Sheet

Footer dialog

To format text: select the text, then choose the Format Text button.
To insert a page number, date, time, file path, filename, or tab name: position the insertion point in the edit box, then choose the appropriate button.
To insert picture: press the Insert Picture button. To format your picture, place the cursor in the edit box and press the Format Picture button.

Left section:
Bottom Values

Center section:
Bottom Info

Right section:
Bottom Values

OK | Cancel

OK | Cancel

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Sample - Superstore (1) [Compatibility Mode] - Excel

Print

Copies: 1

Printer

Microsoft Print to PDF
Ready

Printer Properties

Settings

Print Active Sheets
Only print the active sheets

Pages: ___ to ___

Collated
1,2,3   1,2,3   1,2,3

Portrait Orientation

Letter
21.59 cm x 27.94 cm

Last Custom Margins Setting
Left: 1.9 cm   Right: 1.9 cm

No Scaling
Print sheets at their actual size

Page Setup

1 of 976

Print preview:

	Dates		Customer Info		Additional Info
Row ID	Order ID	Order Date	Ship Date	Ship Mode	Customer ID
1	CA-2016-152156	08-11-2016	11-11-2016	Second Class	CG-12520
2	CA-2016-152156	08-11-2016	11-11-2016	Second Class	CG-12520
3	CA-2016-138688	12-06-2016	16-06-2016	Second Class	DV-13045
4	US-2015-108966	11-10-2015	18-10-2015	Standard Class	SO-20335
5	US-2015-108966	11-10-2015	18-10-2015	Standard Class	SO-20335
6	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	BH-11710
7	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	BH-11710
8	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	BH-11710
9	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	BH-11710
10	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	BH-11710
11	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	BH-11710
12	CA-2014-115812	09-06-2014	14-06-2014	Standard Class	BH-11710
13	CA-2017-114412	15-04-2017	20-04-2017	Standard Class	AA-10480
14	CA-2016-161389	05-12-2016	10-12-2016	Standard Class	IM-15070
15	US-2015-118983	22-11-2015	26-11-2015	Standard Class	HP-14815
16	US-2015-118983	22-11-2015	26-11-2015	Standard Class	HP-14815
17	CA-2014-105893	11-11-2014	18-11-2014	Standard Class	PK-19075
18	CA-2014-167164	13-05-2014	15-05-2014	Second Class	AG-10270
19	CA-2014-143336	27-08-2014	01-09-2014	Second Class	ZD-21925
20	CA-2014-143336	27-08-2014	01-09-2014	Second Class	ZD-21925
21	CA-2014-143336	27-08-2014	01-09-2014	Second Class	ZD-21925
22	CA-2016-137330	09-12-2016	13-12-2016	Standard Class	KB-16585
23	CA-2016-137330	09-12-2016	13-12-2016	Standard Class	KB-16585
24	CA-2017-156909	16-07-2017	18-07-2017	Second Class	SF-20065
25	CA-2015-106320	25-09-2015	30-09-2015	Standard Class	EB-13870
26	CA-2016-121755	16-01-2016	20-01-2016	Second Class	EH-13945
27	CA-2016-121755	16-01-2016	20-01-2016	Second Class	EH-13945
28	US-2015-150630	17-09-2015	21-09-2015	Standard Class	TB-21520
29	US-2015-150630	17-09-2015	21-09-2015	Standard Class	TB-21520
30	US-2015-150630	17-09-2015	21-09-2015	Standard Class	TB-21520
31	US-2015-150630	17-09-2015	21-09-2015	Standard Class	TB-21520
32	US-2015-150630	17-09-2015	21-09-2015	Standard Class	TB-21520
33	US-2015-150630	17-09-2015	21-09-2015	Standard Class	TB-21520
34	US-2015-150630	17-09-2015	21-09-2015	Standard Class	TB-21520
35	CA-2017-107727	19-10-2017	23-10-2017	Standard Class	MA-17560
36	CA-2016-117590	08-12-2016	10-12-2016	First Class	GH-14485
37	CA-2016-117590	08-12-2016	10-12-2016	First Class	GH-14485
38	CA-2015-117415	27-12-2015	31-12-2015	Standard Class	SN-20710
39	CA-2015-117415	27-12-2015	31-12-2015	Standard Class	SN-20710
40	CA-2015-117415	27-12-2015	31-12-2015	Standard Class	SN-20710

Bottom Values   Bottom Info   Bottom Values