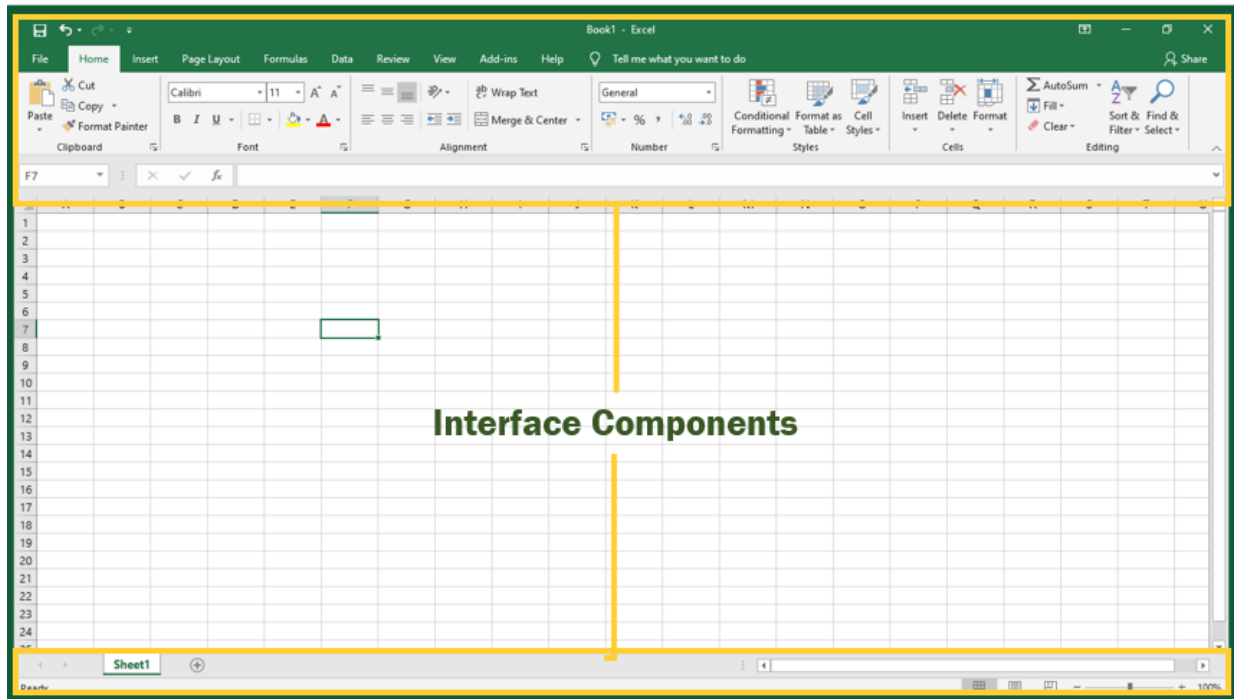# Advance Excel Assignment 6

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

Interface Components

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.
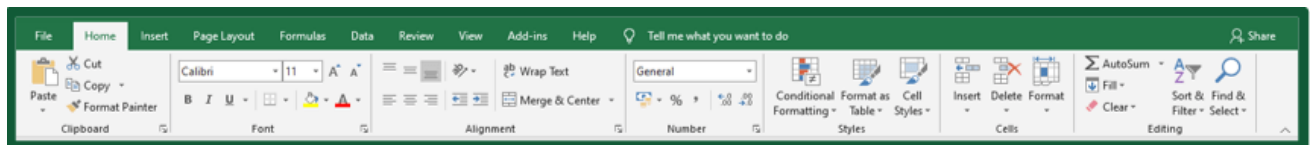
The tabs are then subdivided in groups based on the usage of the commands. For example, in the Home tab, the commands are grouped in Clipboard, Font, Alignment, Number, Styles, Cells, and Editing.

NAME BOX

The Name Box is an input box which 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.
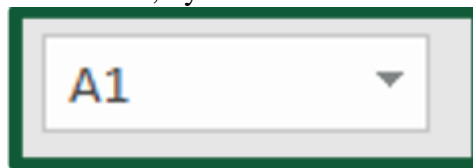
FORMULA QUICK MENU

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.
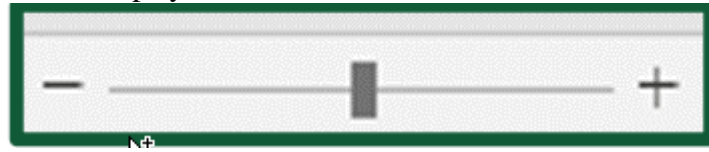

WORKSHEET VIEW OPTIONS

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.

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

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.

MS Excel or Microsoft Excel is an essential software program of Microsoft Office Suite developed by Microsoft. It is one of the most powerful spreadsheet software that uses rows and columns to organize the data.

Excel seems like an essential number-crunching software primarily used for managing household expenses or generating some basic reports. However, excel is more than just a simple reporting program. Excel is powerful software and can help perform a wide range of jobs for personal or business purposes. Therefore, there are plenty of uses of MS excel, and the list goes on.

In this article, we are discussing some of the major **uses of Microsoft Excel** that will help us understand the potential of this powerful software and how different people or organizations are using it for their needs. They are as follows:

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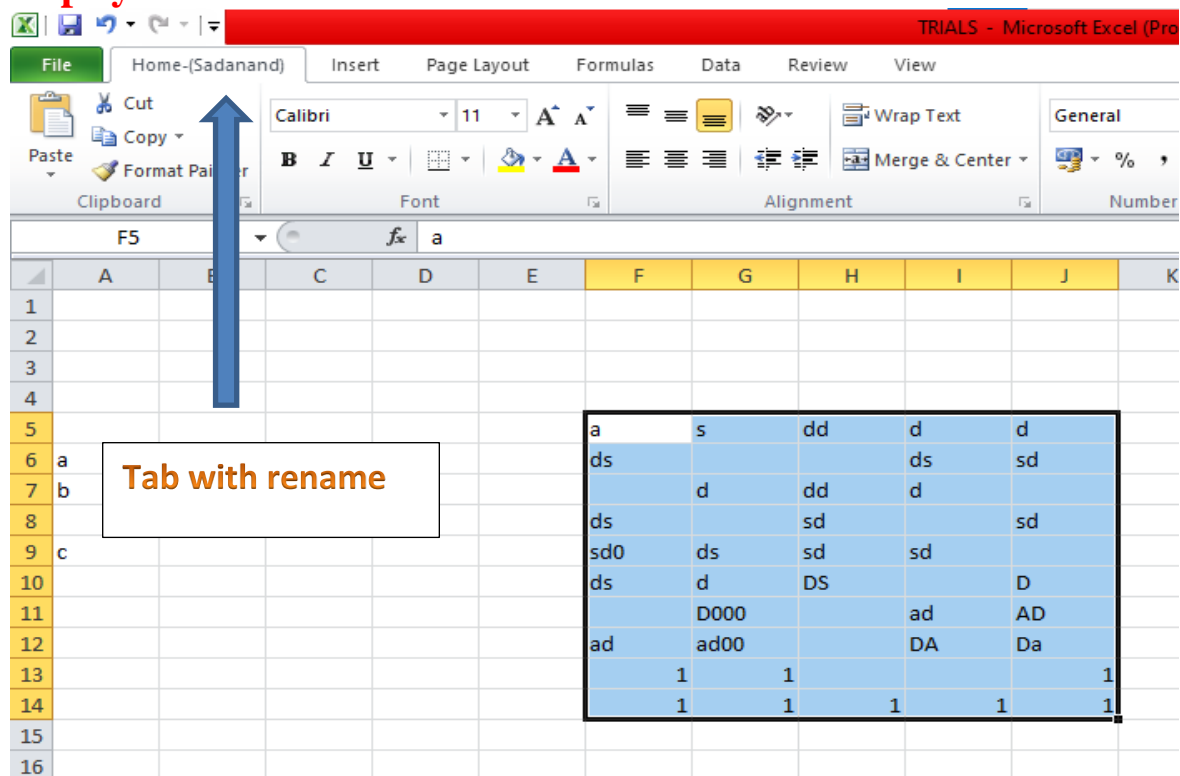

If the ribbon isn't visible at all

If the ribbon isn't visible at all (no tabs are showing), then you probably have the state set to Full-screen mode. Select More at the top right of the screen. This will temporarily restore the ribbon.
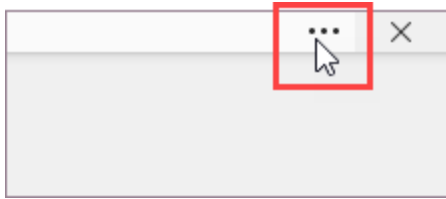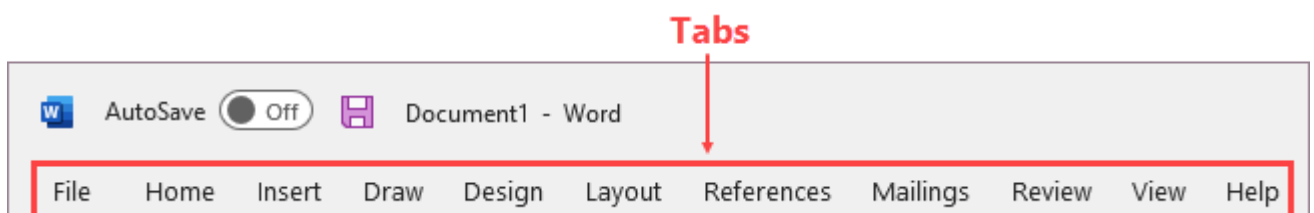
When you return to the document, the ribbon will be hidden again. To keep the ribbon displayed, select a different state from the Ribbon Display Options menu.
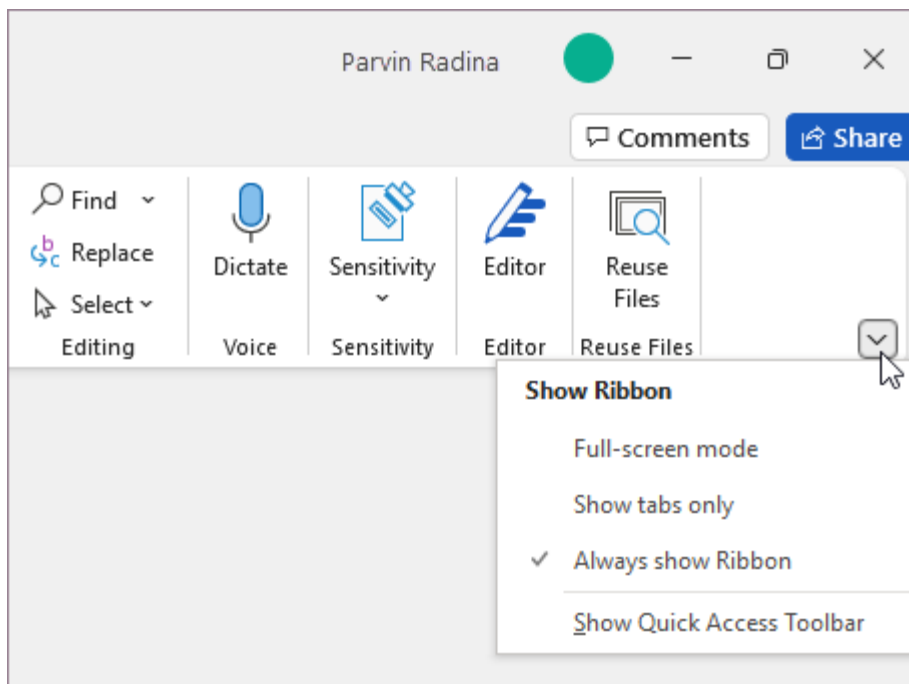
Customize the tabs on your ribbon: change order, add, hide, remove

The tabs on your ribbon are Home, Insert, Design, etc. For example, the picture below shows the tabs in Word.


You can add custom tabs or rename and change the order of the default tabs that are built in to Office. Custom tabs in the Customize the Ribbon list have (Custom) after the name, but the word (Custom) does not appear in the ribbon.

Open the "Customize the Ribbon" window

To work with your ribbon, you need to get to the Customize the Ribbon window. Here's how you do that.

1. Open the app you want to customize your ribbon in, such as PowerPoint or Excel.
2. Place your mouse in any empty space in the ribbon and then right-click.
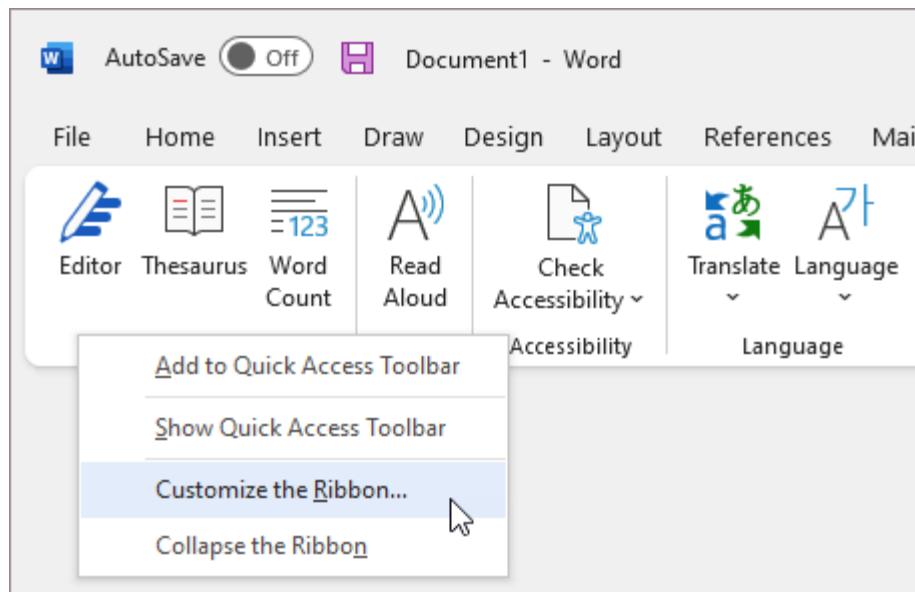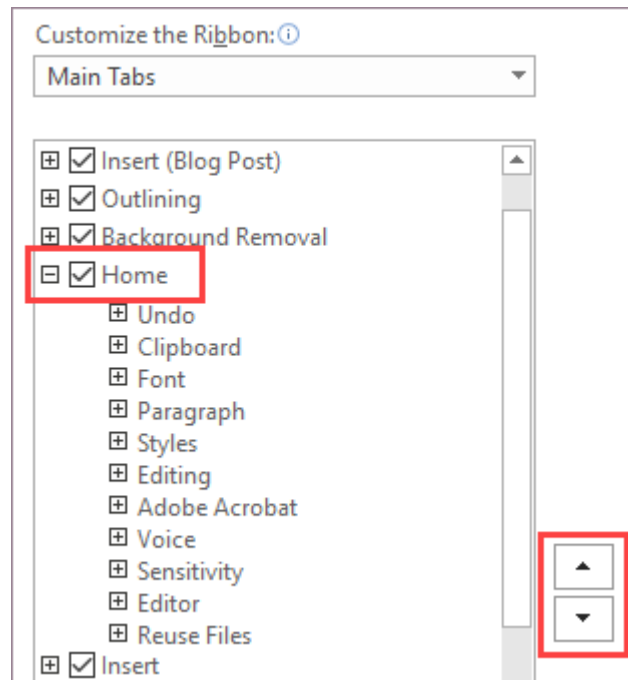

1. Click **Customize the Ribbon**.

Now you're ready to do the steps below to customize your ribbon.

Change the order of default or custom tabs

You can change the order of Home, Insert, Draw, Design, and other tabs. You cannot change the placement of the File tab.

1. In the **Customize the Ribbon** window under the **Customize the Ribbon** list, click the tab that you want to move.

2. Click the **Move Up** or **Move Down** arrow until you have the order you want.

3. To see and save your changes, click **OK**.

Add a custom tab

When you click New Tab, you add a custom tab and custom group. You can only add commands to custom groups.

1. In the Customize the Ribbon window under the Customize the Ribbon list, click New Tab.
2. To see and save your changes, click OK.

Rename a default or custom tab

1. In the Customize the Ribbon window under the Customize the Ribbon list, click the tab that you want to rename.
2. Click Rename, and then type a new name.
3. To see and save your changes, click OK.

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

Frequently used shortcuts

This table lists the most frequently used shortcuts in Excel.

To do this	Press
Close a workbook.	Ctrl+W
Open a workbook.	Ctrl+O
Go to the **Home** tab.	Alt+H
Save a workbook.	Ctrl+S
Copy selection.	Ctrl+C
Paste selection.	Ctrl+V
Undo recent action.	Ctrl+Z
Remove cell contents.	Delete
Choose a fill color.	Alt+H, H
Cut selection.	Ctrl+X
Go to the **Insert** tab.	Alt+N
Apply bold formatting.	Ctrl+B
Center align cell contents.	Alt+H, A, C
Go to the **Page Layout** tab.	Alt+P
Go to the **Data** tab.	Alt+A
Go to the **View** tab.	Alt+W
Open the context menu.	Shift+F10 or Windows Menu key
Add borders.	Alt+H, B
Delete column.	Alt+H, D, C
Go to the **Formula** tab.	Alt+M
Hide the selected rows.	Ctrl+9
Hide the selected columns.	Ctrl+0

Ribbon keyboard shortcuts

The ribbon groups related options on tabs. For example, on the **Home** tab, the **Number** group includes the **Number Format** option. Press the Alt key to display the ribbon shortcuts, called Key Tips, as letters in small images next to the tabs and options as shown in the image below.
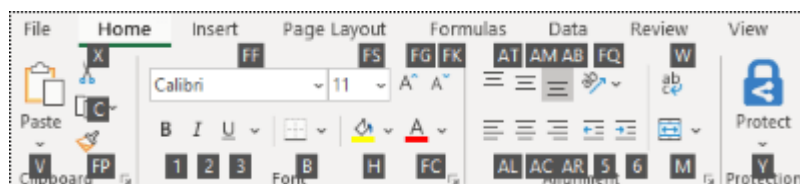
You can combine the Key Tips letters with the Alt key to make shortcuts called Access Keys for the ribbon options. For example, press Alt+H to open the Home tab, and Alt+Q to move

to the Tell me or Search field. Press Alt again to see KeyTips for the options for the selected tab.

Depending on the version of Microsoft 365 you are using, the Search text field at the top of the app window might be called Tell Me instead. Both offer a largely similar experience, but some options and search results can vary.

In Office 2013 and Office 2010, most of the old Alt key menu shortcuts still work, too. However, you need to know the full shortcut. For example, press Alt, and then press one of the old menu keys, for example, E (Edit), V (View), I (Insert), and so on. A notification pops up saying you're using an access key from an earlier version of Microsoft 365. If you know the entire key sequence, go ahead, and use it. If you don't know the sequence, press Esc and use Key Tips instead.

Use the Access keys for ribbon tabs

To go directly to a tab on the ribbon, press one of the following access keys. Additional tabs might appear depending on your selection in the worksheet.

To do this	Press
Move to the Tell me or Search field on the ribbon and type a search term for assistance or Help content.	Alt+Q, then enter the search term.
Open the File menu.	Alt+F
Open the Home tab and format text and numbers and use the Find tool.	Alt+H
Open the Insert tab and insert PivotTables, charts, add-ins, Sparklines, pictures, shapes, headers, or text boxes.	Alt+N
Open the Page Layout tab and work with themes, page setup, scale, and alignment.	Alt+P
Open the Formulas tab and insert, trace, and customize functions and calculations.	Alt+M
Open the Data tab and connect to, sort, filter, analyze, and work with data.	Alt+A
Open the Review tab and check spelling, add notes and threaded comments, and protect sheets and workbooks.	Alt+R
Open the View tab and preview page breaks and layouts, show and hide gridlines and headings, set zoom magnification, manage windows and panes, and view macros.	Alt+W

Work in the ribbon with the keyboard

To do this	Press
Select the active tab on the ribbon and activate the access keys.	Alt or F10. To move to a different tab, use access keys or the arrow keys.
Move the focus to commands on the	Tab key or Shift+Tab

To do this	Press
ribbon.	
Move down, up, left, or right, respectively, among the items on the ribbon.	Arrow keys
Show the tooltip for the ribbon element currently in focus.	Ctrl+Shift+F10
Activate a selected button.	Spacebar or Enter
Open the list for a selected command.	Down arrow key
Open the menu for a selected button.	Alt+Down arrow key
When a menu or submenu is open, move to the next command.	Down arrow key
Expand or collapse the ribbon.	Ctrl+F1
Open a context menu.	Shift+F10
	Or, on a Windows keyboard, the Windows Menu key (usually between the Alt Gr and right Ctrl keys)
Move to the submenu when a main menu is open or selected.	Left arrow key
Move from one group of controls to another.	Ctrl+Left or Right arrow key

Keyboard shortcuts for navigating in cells

To do this	Press
Move to the previous cell in a worksheet or the previous option in a dialog box.	Shift+Tab
Move one cell up in a worksheet.	Up arrow key
Move one cell down in a worksheet.	Down arrow key
Move one cell left in a worksheet.	Left arrow key
Move one cell right in a worksheet.	Right arrow key
Move to the edge of the current data region in a worksheet.	Ctrl+Arrow key
Enter the **End** mode, move to the next nonblank cell in the same column or row as the active cell, and turn off **End** mode. If the cells are blank, move to the last cell in the row or column.	End, Arrow key
Move to the last cell on a worksheet, to the lowest used row of the rightmost used	Ctrl+End

To do this	Press
column.	
Extend the selection of cells to the last used cell on the worksheet (lower-right corner).	Ctrl+Shift+End
Move to the cell in the upper-left corner of the window when Scroll lock is turned on.	Home+Scroll lock
Move to the beginning of a worksheet.	Ctrl+Home
Move one screen down in a worksheet.	Page down
Move to the next sheet in a workbook.	Ctrl+Page down
Move one screen to the right in a worksheet.	Alt+Page down
Move one screen up in a worksheet.	Page up
Move one screen to the left in a worksheet.	Alt+Page up
Move to the previous sheet in a workbook.	Ctrl+Page up
Move one cell to the right in a worksheet. Or, in a protected worksheet, move between unlocked cells.	Tab key
Open the list of validation choices on a cell that has data validation option applied to it.	Alt+Down arrow key
Cycle through floating shapes, such as text boxes or images.	Ctrl+Alt+5, then the Tab key repeatedly
Exit the floating shape navigation and return to the normal navigation.	Esc
Scroll horizontally.	Ctrl+Shift, then scroll your mouse wheel up to go left, down to go right
Zoom in.	Ctrl+Alt+Equal sign (=)
Zoom out.	Ctrl+Alt+Minus sign (-)

Keyboard shortcuts for formatting cells

To do this	Press
Open the **Format Cells** dialog box.	Ctrl+1
Format fonts in the **Format Cells** dialog box.	Ctrl+Shift+F or Ctrl+Shift+P
Edit the active cell and put the insertion point at the end of its contents. Or, if editing is turned off for the cell, move the insertion point into the formula bar. If editing a formula, toggle Point mode off or on so you can use the arrow keys to	F2

To do this	Press
create a reference.	
Insert a note.	Shift+F2
Open and edit a cell note.	Shift+F2
Insert a threaded comment.	Ctrl+Shift+F2
Open and reply to a threaded comment.	Ctrl+Shift+F2
Open the **Insert** dialog box to insert blank cells.	Ctrl+Shift+Plus sign (+)
Open the **Delete** dialog box to delete selected cells.	Ctrl+Minus sign (-)
Enter the current time.	Ctrl+Shift+Colon (:)
Enter the current date.	Ctrl+Semicolon (;)
Switch between displaying cell values or formulas in the worksheet.	Ctrl+Grave accent (`)
Copy a formula from the cell above the active cell into the cell or the formula bar.	Ctrl+Apostrophe (')
Move the selected cells.	Ctrl+X
Copy the selected cells.	Ctrl+C
Paste content at the insertion point, replacing any selection.	Ctrl+V
Open the **Paste Special** dialog box.	Ctrl+Alt+V
Italicize text or remove italic formatting.	Ctrl+I or Ctrl+3
Bold text or remove bold formatting.	Ctrl+B or Ctrl+2
Underline text or remove underline.	Ctrl+U or Ctrl+4
Apply or remove strikethrough formatting.	Ctrl+5
Switch between hiding objects, displaying objects, and displaying placeholders for objects.	Ctrl+6
Apply an outline border to the selected cells.	Ctrl+Shift+Ampersand sign (&)
Remove the outline border from the selected cells.	Ctrl+Shift+Underscore (_)
Display or hide the outline symbols.	Ctrl+8
Use the **Fill Down** command to copy the contents and format of the topmost cell of a selected range into the cells below.	Ctrl+D
Apply the **General** number format.	Ctrl+Shift+Tilde sign (~)
Apply the **Currency** format with two decimal places (negative numbers in parentheses).	Ctrl+Shift+Dollar sign ($)
Apply the **Percentage** format with no decimal	Ctrl+Shift+Percent sign (%)

To do this	Press
places.	
Apply the **Scientific** number format with two decimal places.	Ctrl+Shift+Caret sign (^)
Apply the **Date** format with the day, month, and year.	Ctrl+Shift+Number sign (#)
Apply the **Time** format with the hour and minute, and AM or PM.	Ctrl+Shift+At sign (@)
Apply the **Number** format with two decimal places, thousands separator, and minus sign (-) for negative values.	Ctrl+Shift+Exclamation point (!)
Open the **Insert hyperlink** dialog box.	Ctrl+K
Check spelling in the active worksheet or selected range.	F7
Display the **Quick Analysis** options for selected cells that contain data.	Ctrl+Q
Display the **Create Table** dialog box.	Ctrl+L or Ctrl+T
Open the **Workbook Statistics** dialog box.	Ctrl+Shift+G

5. What distinguishes Excel from other analytical tools?

Microsoft Excel is a useful tool for the businesses. Companies use the software to organize the data and maximize returns on investment. The large scale organizations have great volume of data from different resources like online sales, in store transactions and the social media. It is important to analyze this information in an efficient manner.

Consider the benefits:

The excel spreadsheet displays financial information in an organized manner. The information could be related to the sales, management department, HR or the marketing. Most of the businesses are dependent on IT sector and therefore excel is a vital tool to run a business. Read on to learn about the topmost features of this software.

- It builds the charts

- It makes use of conditional formatting

- It helps to organize the data

- It will identify trends

- It provides online access

Excel will use range of formulas to unlock the potential of data. You have to insert data in individual cells of columns and rows. In this way, data will be filtered and sorted and hence displayed in a presentable manner. Different types of charts like clustered columns, graphs and pie chart provide great visual presentation. It puts more emphasis to marketing material and business reports. Excel is a wonderful tool to represent data on X and Y axis.

The brilliant interface for users;

It provides different color shades, font types to format the spreadsheet and differentiate between rows and columns. It is good to present useful presenting information such as balance, tax profit etc. There is a quick analysis button to choose the appropriate coloring scheme.
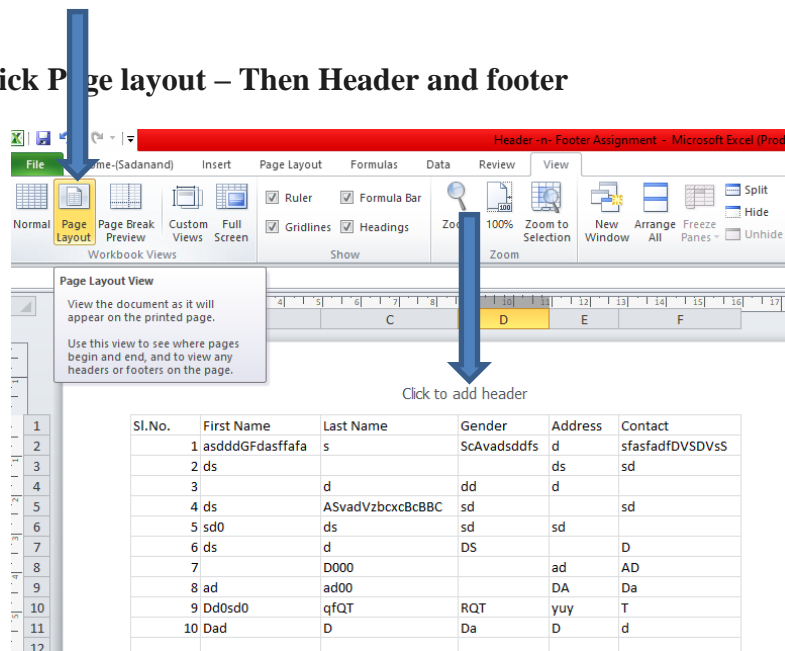
You could combine the information from different files and documents to Excel. In this way, they will exist in a single location. Besides the regular information and raw data from spreadsheets, it is easy to import the images too. You just need to use the insert tab to add multiple objects to the spreadsheet.

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

To add header and footer.-------.> 1.Goto View tab
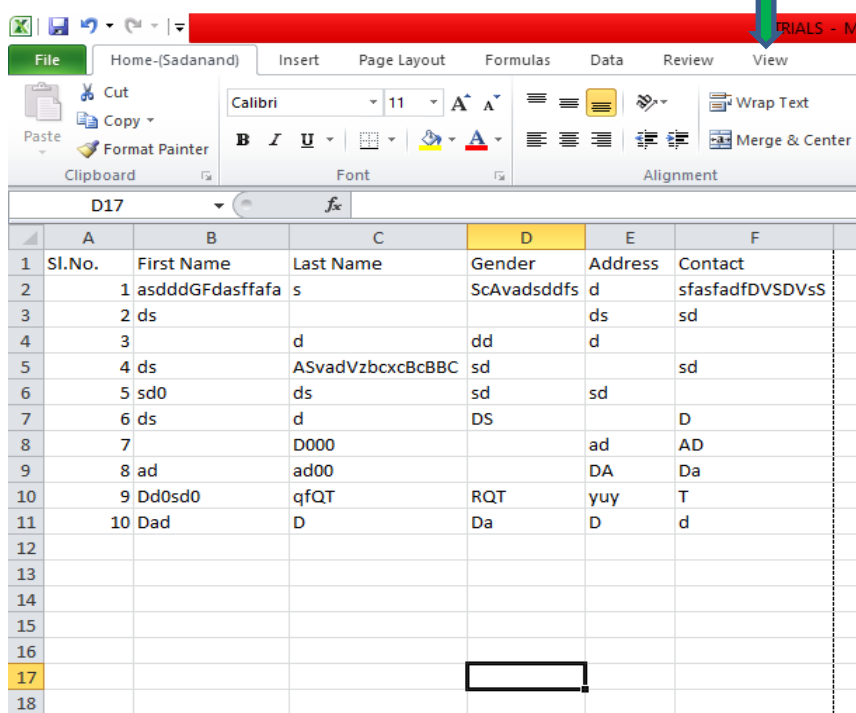
2. Then click Page layout – Then Header and footer

See print preview .
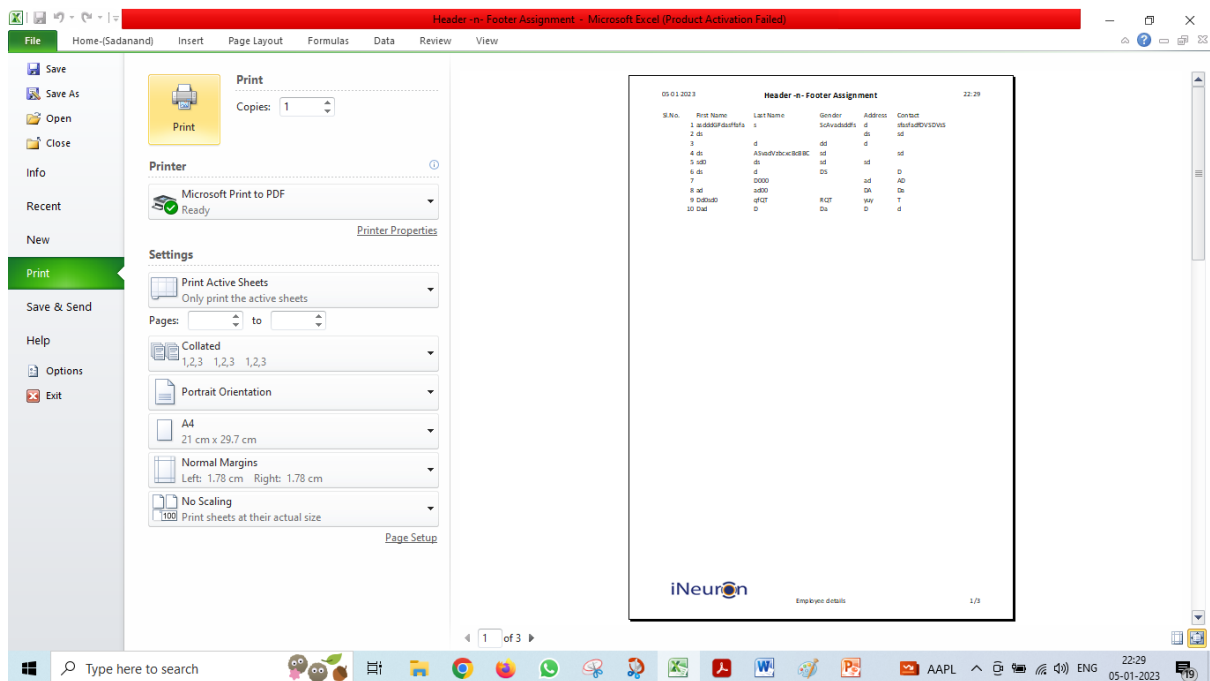
Sl.No.	First Name	Last Name	Gender	Address	Contact
1	asdddGFdasffafa	s	ScAvadsddfs	d	sfasfadfDVSDVsS
2	ds			ds	sd
3		d	dd	d	
4	ds	ASvadVzbcxcBcBBC	sd		sd
5	sd0	ds	sd	sd	
6	ds	d	DS		D
7		D000		ad	AD
8	ad	ad00		DA	Ds
9	Dd0sd0	qfQT	RQT	yuy	T
10	Dad	D	Da	D	d

Sl.No.	First Name	Last Name	Gender	Address	Contact
1	sadddGfAssffsfs s	SsfAsdsddfs	d	sFssfsdfDVSDVs	
2	ds		ds	sd	
3	s	d	dd	d	
4	ds	ASssdVsbsssDsDD	sd		sd
5	sdfd	ds	sd	sd	
6	ds	d	DS		D
7		DfdB		sd	AD
8	sd	sdfB		DA	Ds
9	DsBsdB	sfGT	RGT	qsq	T
10	Dsd	D	Ds	D	d

s