**Excel Assignment - 6**

1. What are the various elements of the Excel interface? Describe how

they're used.

Ans: The different components of MS Excel are File Menu, Quick Access Toolbar, Title Bar, Row Headers, Column Headers, Active Cell (the cell you put the cursor in), and Fill Handle (the active cell's plus icon for dragging items). , address bar, formula bar, worksheet tabs, status bar

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

Ans:

* collection and verification of business data;
* business analysis;
* data entry and storage;
* data analysis;
* performance reporting;
* strategic analysis;
* accounting and budgeting;
* administrative and managerial management;

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:

In the Customize the Ribbon window, under the Customize the Ribbon list, click the tab that you want to add a group to. Click New Group. To rename the New Group (Custom) group, right-click the group, click Rename, and then type a new name.

4. Make a list of different shortcut keys that are only connected to

formatting with their functions.

Ans:

1. Ctrl+Shift+! Applies comma formatting.
2. Ctrl+Shift+$ Applies currency formatting.
3. Ctrl+Shift+# Applies date formatting.
4. Ctrl+Shift+% Applies percentage formatting.
5. Ctrl+Shift+^ Applies exponential formatting.
6. Ctrl+Shift+\* Selects the current region around the active cell.
7. Ctrl+Shift+& ...
8. Ctrl+Shift+\_

5. What distinguishes Excel from other analytical tools?

Ans:

Excel's ability to provide statistical analysis and visual data using graphs and charts sets it apart. The software offers an array of visualization tools, including standard column, bar, and line charts and more complex options like Waterfall, stock, and sunburst charts

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

Ans:

1. Go to Insert > Header or Footer.
2. 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. ...
3. When you're done, select Close Header and Footer or press Esc.