Advance Excel Assignment 6

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

Ans: The various elements of the excel interface are following: -

1. Title Bar

2. File Tab

3. Control Buttons

4. Quick Access Toolbar

5. Menu Bar

6. Ribbon/Toolbar

7. Dialog Box Launcher

8. Name Box

9. Formula Bar

10. Scroll Bars

11. Spreadsheet Area

12. Leaf Bar

13. Column Bar

14. Row Bar Cells

15. Cells

16. Status Bar

17. View Buttons

18. Zoom control

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

Ans: - the uses of excel is very wide in today's world almost everywhere, every sector uses Excel to perform their tasks, some of them are mentioned below: -
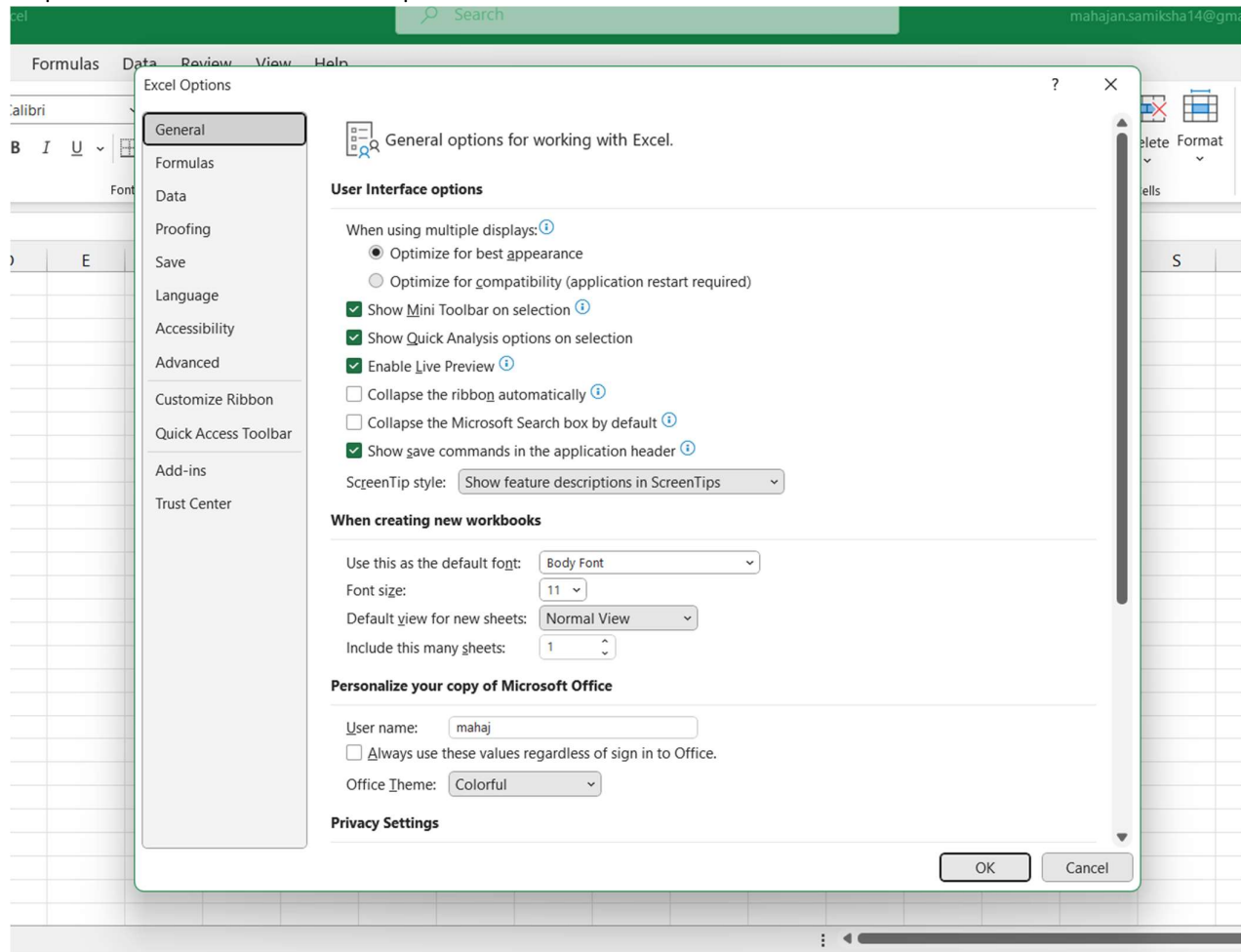
1. Data Entry and Storage.

2. Collection and Verification of Business Data.

3. Data Analysis.

4. Reporting + Visualizations.

5. Forecasting.

6. Data management

7. Accounting

8. Financial analysis

9. Charting and graphing

10. Programming

11. Time management

12. Task management

13. Financial modeling

14. Customer relationship management (CRM)

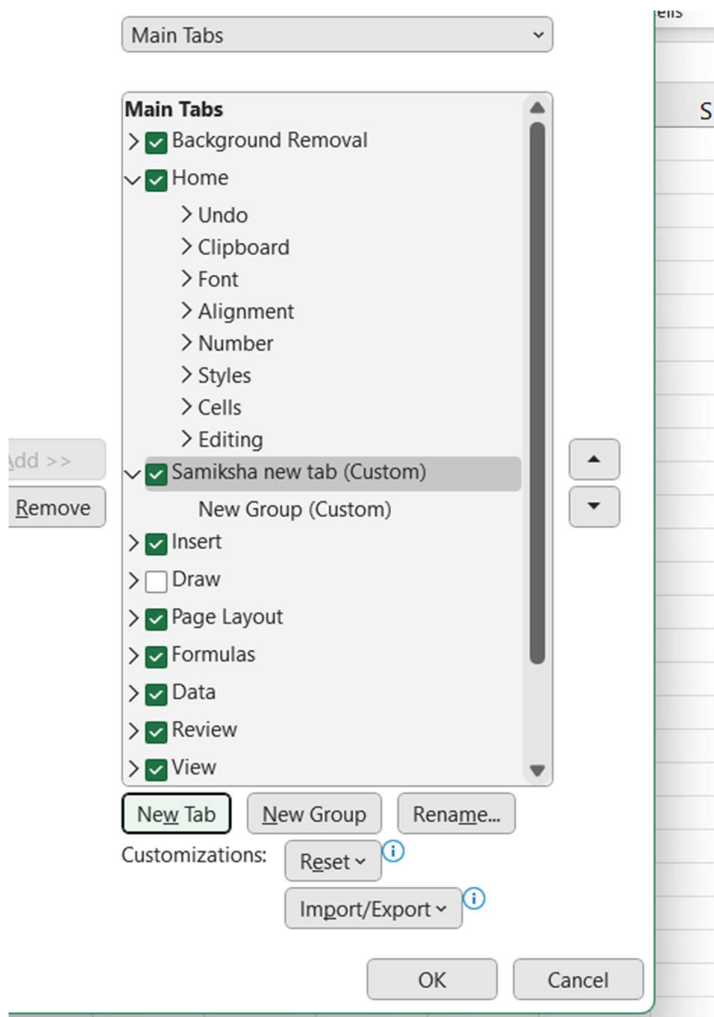15. Almost anything that needs to be organized!

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.
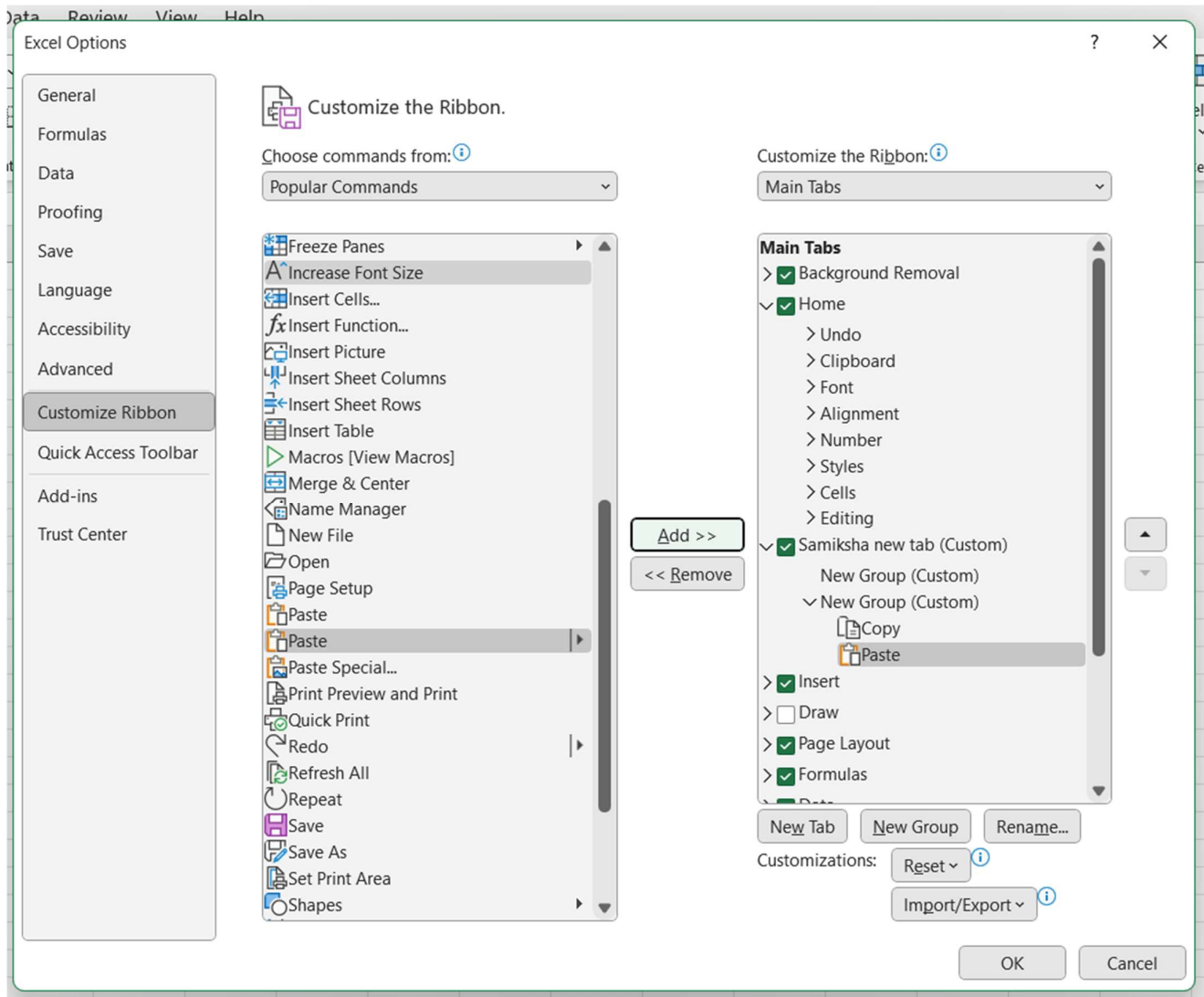
Ans: The Screenshot of the steps are below: -

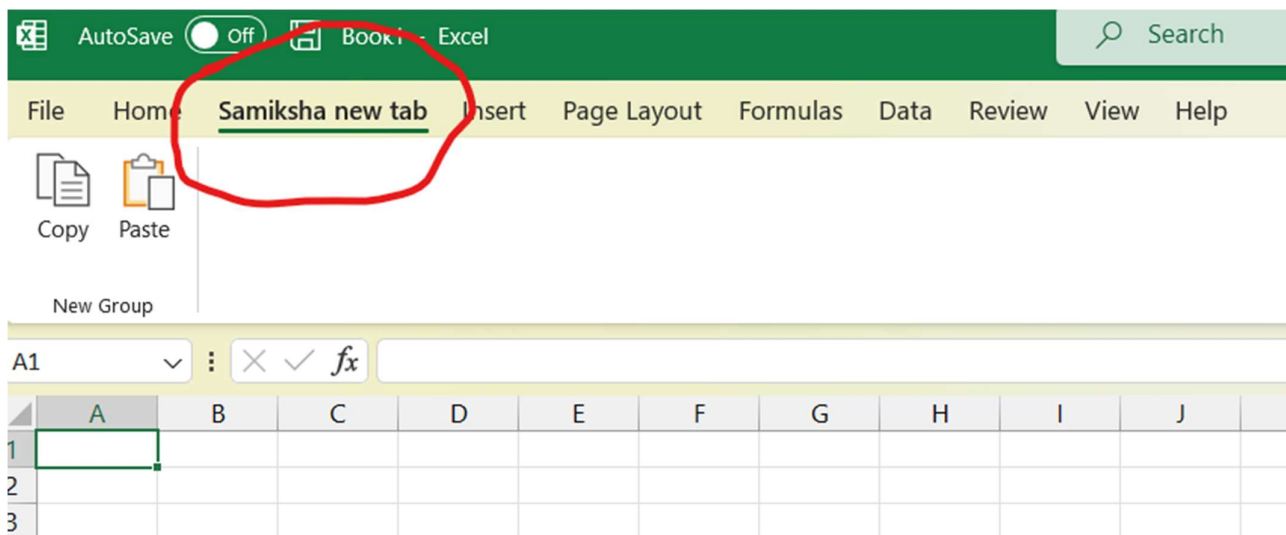Step 1: Go to the File tab→ Select Option → Customized Ribbon

Step 2: After clicking on customize ribbon ,Click on new tab to create new tab in the ribbon (Created new tab name as **Samiksha new tab)**

Main Tabs

Main Tabs
- ☑ Background Removal
- ☑ Home
    - Undo
    - Clipboard
    - Font
    - Alignment
    - Number
    - Styles
    - Cells
    - Editing
- ☑ Samiksha new tab (Custom)
    - New Group (Custom)
- ☑ Insert
- ☐ Draw
- ☑ Page Layout
- ☑ Formulas
- ☑ Data
- ☑ Review
- ☑ View

Add >>

Remove

New Tab   New Group   Rename...

Customizations: Reset ⌄ ⓘ

Import/Export ⌄ ⓘ

OK   Cancel

Step 3: Now add the command as per the requirement in the new group

Step 4: click on ok and new tab is created in the ribbon as Samiksha new tab:

4. What distinguishes Excel from other analytical tools?

Ans:- the excel is very easy to use in comparison to python, R etc. It's easy to get started with Excel.

The learning resources are very rich.

We 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).

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

Ans: Go to the insert tab→ Text→ Select Header and footer