

Excel Assignment - 6

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

Ans=>

1. **Ribbon**.:

Home.: Contains common formatting tools

Insert.: used to insert various elements like charts, tables, etc.

Page Layout.: Deals with themes, page setup, and print options.

Formulas.: Contains functions and formula related tools.

Review.: contains functions and formula related tools.

View.: allows users to change the tool.

1. **Worksheet.:** The main space where you enter and manipulate the data.
2. **Formula Bar.**: Displays the content of the active cell and allows you to edit its content.
3. **Quick Access Toolbar.**: allows quick access to commonly used commands.
4. **Status Bar.**: Provides information about current status of the worksheet.
5. **Tabs.**: Each ribbon is organized into tabs.
6. **Columns and Rows.**: there are columns which are vertically arranged and rows which are horizontally arranged.
7. **Etc.**
8. Write down the various applications of Excel in the industry.

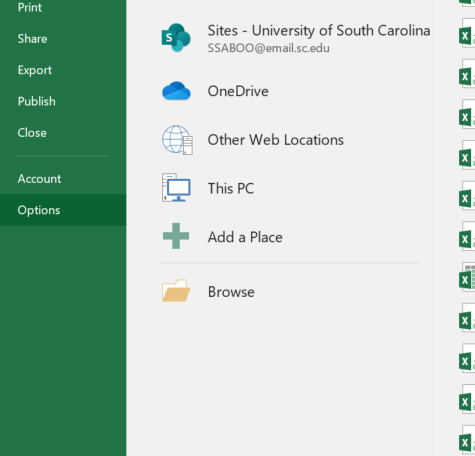
Ans=>

1. **Data Analysis.:** it is widely used for the analyzing Business data, trends and performance metrics.
2. **Finance and Accounting.:** it is used for creating and managing budgets, forecasts, etc. and helps in analyzing financial data.
3. **Data Management.:** Organizing and managing employee data such as attendance, payroll and performance.
4. **Healthcare.:** For managing patient data analyzing and doing research on that data.
5. **Marketing and Sales.:** for tracking the sales data, analyzing sales data, creating sales report.
6. 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.

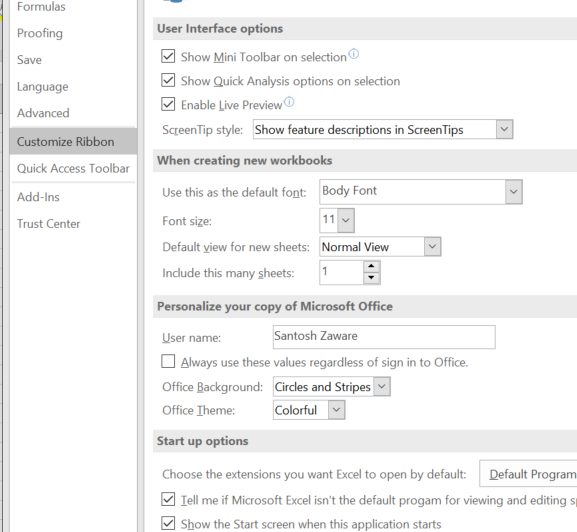
Ans=>

a)Open Excel and Click on the “File” tab then click “Options”

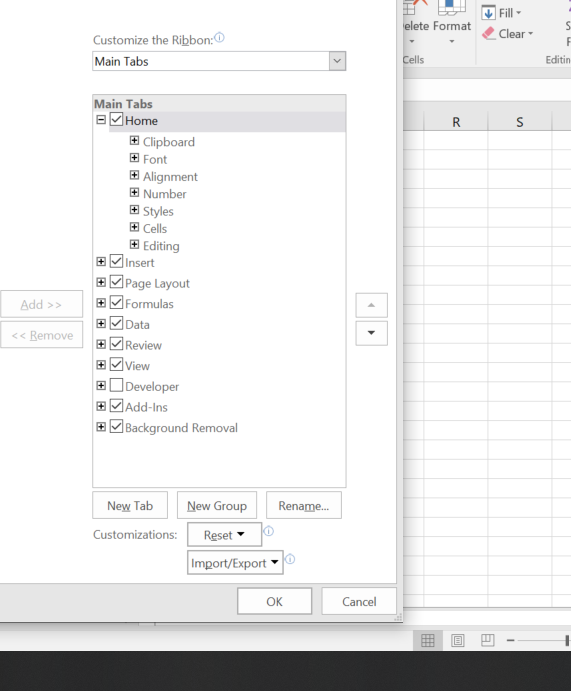
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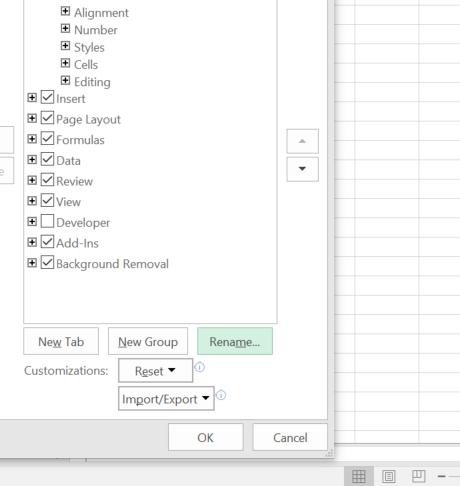
b)Then choose “Customize Ribbons”.



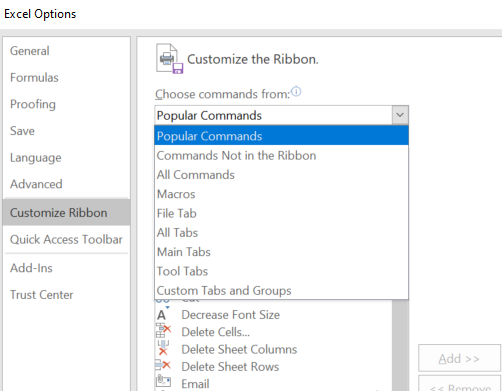
c)You will see all the tabs i.e “Home”, “Insert”, “Page Layout”, etc.



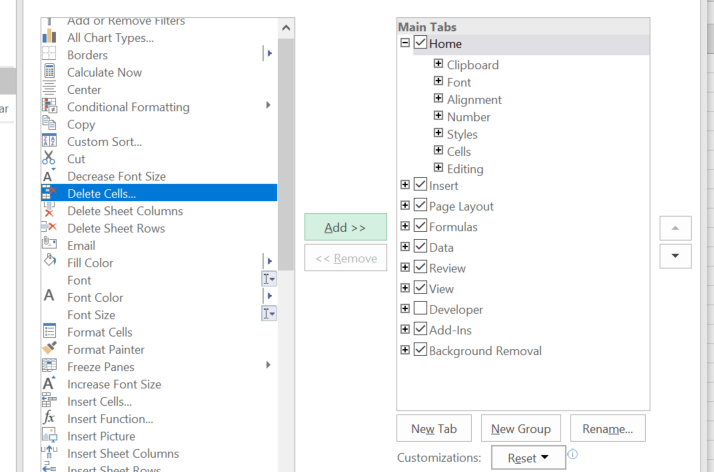
d)Click on the “New Tab ” and then “Rename” respectively



e) Then Choose command categroy from “Choose commands from”.



f)Click “Add>>” after selecting the command you want.



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

Ans=>

1. **Bold Text.:** “Ctrl + B”.
2. **Itilicize Text.**: “Ctrl + I”.
3. **Underline Text.**: “Ctrl + U”.
4. **Open Format Cell Dialogue box.**: “Ctrl +1”
5. **Paste Special.**: “Alt +E, S, V”
6. **Remove Outline Border.**: “Ctrl + shift + \_”
7. **Hide Selected Columns.**: “Ctrl + 0”
8. **Hide Selected Rows.**: “Ctrl + 9”
9. **Unhide Columns.**: “Ctrl + shift + ):”
10. **Unhide Rows.**: “Ctrl + shift + (:”
11. **Apply Bottom Borders.**: “Alt + H +B”
12. **Remove Cell Borders.**: “Alt + H, R”
13. What distinguishes Excel from other analytical tools?

Ans=>

1. **Accessibility**.: this tool is widely used for business and educational environments.
2. **Versatility**.: It provides wide range of functions.
3. **Data Visualization**.: It gives you charting and graphing tools, making data understanding easy to interpret.
4. **Formulas and Functions**.: It provides various formulas and functions which makes it easy to apply on various data sets.
5. **User Friendly**.: it’s a very easy to use tool having very simple and easy to use user interface.
6. Create a table and add a custom header and footer to your table.

Ans=>

1. **Create a Table.:** Select your table you want to add Header and Footer, go to the “Insert” tab then click on the “Table”.
2. **Add Custom Header.:** go to “Table Design” tab in the ribbon, choose “properties” group, then choose options “Table Name” choose name for your table.
3. **Add Custom Footer.:** click on the “view” tab, In the “workbook views” then click on “Page Layout”.
4. **Add footer.**: select the “Footer” section, click on the left, center, or right section of the footer. Then enter your custom text or insert elements.
5. **Exit Page Layout View.**: After adding the footer go back to normal view.