

Excel Assignment - 6

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

ANS: 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.

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.

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.

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.

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.

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.

The Status Bar in the bottom-left corner of the Excel window displays various information about the current mode of the workbook.

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.

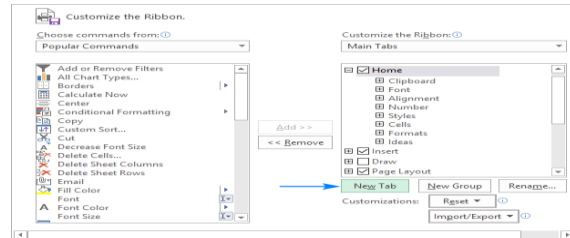
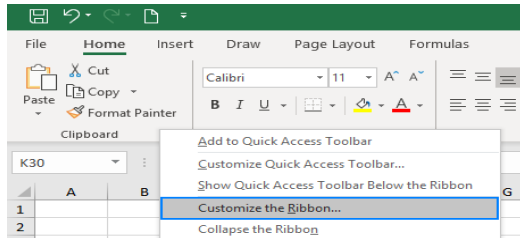
The Zoom Percentage Indicator displays the zoom percentage just beside the Zoom Slider Control. By default, it is set to 100%.

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

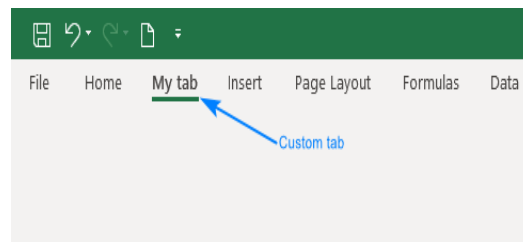
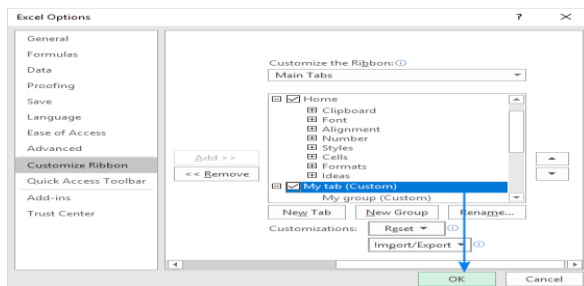
ANS: Information management. Time management. Goal planning & tracking progress. Budget management & finance tracking. Data analysis. Data visualization. Expense management. Quick calculations etc.

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: Go to *File > Options > Customize Ribbon*. Right-click on the ribbon and select **Customize the Ribbon...** from the context menu:

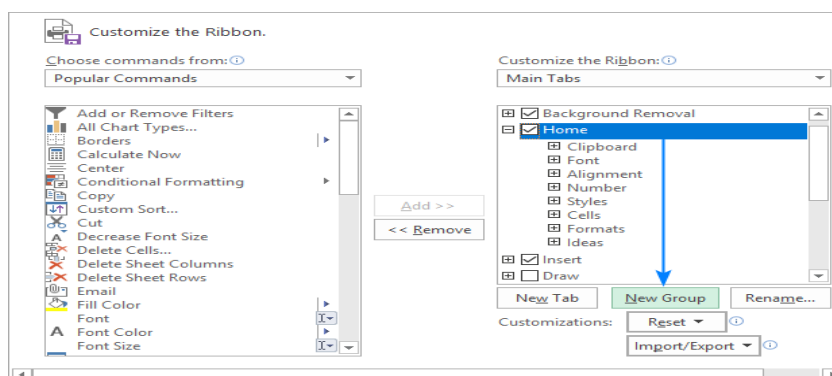


In the *Customize the Ribbon* window, under the list of tabs, click the **NewTab** button. Select the newly created tab, named *New Tab (Custom)*, and click the **Rename...** button to give your tab an appropriate name. In the same manner, change the default name given by Excel to a custom group. When done, click **OK** to save the changes.



As shown in the screenshot below, our custom tab is added to the Excel ribbon immediately, though the custom group is not displayed because it is empty. To add a new group to either a default or custom tab, this is what you need to do:

1. In the right part of the *Customize the Ribbon* window, select the tab to which you'd like to add a new group.
2. Click the **New Group** button. This adds a custom group, named *New Group (Custom)*, at the bottom of the list of groups, meaning the group displays on the far-right end of the tab. To create a new group in a specific location, select the group after which the new group is to appear. In this example, we're going to add a custom group to the end of the *Home* tab, so we select it, and click **New Group**:

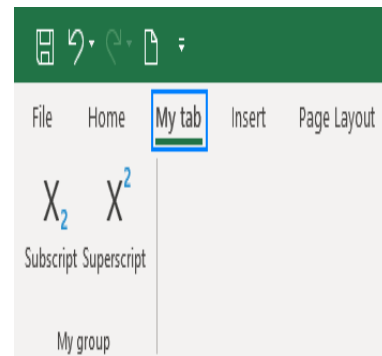
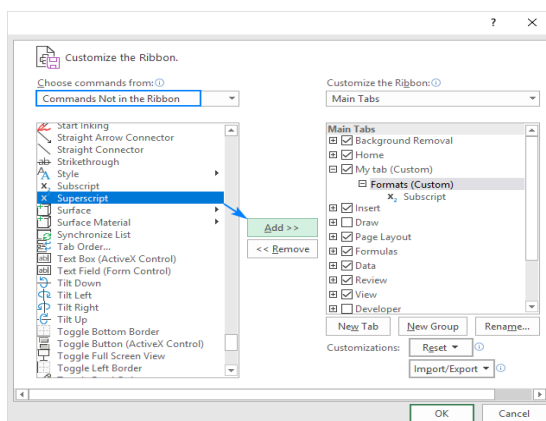


To rename your custom group, select it, click the **Rename...** button, type the desired name, and click **OK**. Optionally, from the **Symbol** box, select the icon to represent your custom group. This icon will appear on the ribbon when the Excel window is too narrow to show the commands, so only the group names and icons are displayed. Click **OK** to save and view your changes.

Commands can only be added to **custom groups**. So, before adding a command, be sure to [create a custom group](#) on an inbuilt or custom tab first, and then perform the below steps.

1. In the list under *Customize the Ribbon*, select the target custom group.
2. In the *Choose commands from* drop-down list on the left, select the list from which you want to add commands, for example, *Popular Commands* or *Commands Not in the Ribbon*.
3. In the list of commands on the left, click the command you want to add.
4. Click the **Add** button.
5. Click **OK** to save the changes.

As an example, we are adding the *Subscript* and *Superscript* buttons to the custom tab that we created:



As the result, we now have a custom ribbon tab with two buttons.

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

ANS: Ctrl + R: Aligns the line or selected text to the right of the screen.

Ctrl + M: Indent the paragraph.

Ctrl + Shift + F: Change the font.

Ctrl + Shift + >: Increase selected font +1pts up to 12pt and then increases font +2pts.

5.What distinguishes Excel from other analytical tools?

ANS: To fully master Excel, you need to learn VBA, so the difficulty is still very high.
When the amount of data is large, there will be a situation of stuttering.
The Excel data file itself can hold only 1.08 million rows without the aid of other tools, and it's not suitable for processing large-scale data sets;
The built-in statistical analysis is too simple and has little practical value.
Unlike Python, R and other open source software, there is a charge for the genuine Excel.

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

ANS: Click the chart sheet or chart where you want to add or change a header or footer element. On the Insert tab, in the Text group, click Header & Footer. Excel displays the Page Setup dialog box. Click Custom Header or Custom Footer.