

## Excel Assignment - 6

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

Screen, Menu, Icon, Ribbon, Tabs, command button, Groups, Dialog Launchers,  
File, Home, Insert, Page layout, Formulas, Data, Review, View, Developer, Help  
Font Group, Alignment Group, Cell Group, Quick Access Tool Bar, etc.

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

Data entry storage, performing calculation, Data analysis and interpretation, reporting and visualization, Accounting and budgeting, collection and verification of business data, Calendar 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.

Select Ribbon, Right click and customize Ribbon select, create Customize Ribbon tab, Add the own ribbon group, hide, table, rename, move, copy, paste etc.

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

Ctrl + Shift + F = change the font, Ctrl + C = Copy select text, Ctrl + M = Indent the paragraph, Ctrl + V = paste, Ctrl + F = Open find box, Ctrl + P = Open the print window, Ctrl + U = under line highlighted selection, Ctrl + Z = undo last action, Ctrl + A = Select All, Ctrl + B = bold highlighted selection Ctrl + X = Cut select text

5. What distinguishes Excel from other analytical tools?

It can handle large amount of data up to 1 million rows and 16000 columns per worksheet, and can perform basic calculations, such as arithmetic, statistics, logical function, And financial function, etc

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

Go to Insert, Header or Footer, Choose the header style you want to use,  
Add or change text for the header or footer,

To eliminate a header--like deleting it on the title page--select it and then check the Different First Page box, Close Header and Footer or press Esc to exit.