**Assignment 6 (excel)**

**Answer1.**

**The excel interface:**

**Excel is the popular spreadsheet program developed by Microsoft.**

1. **Ribbon : the ribbon is a graphical interface that contains tgroups and commands. It is located at the top.**
2. **Workbook : it is a file that contains one or more worksheets. Each worksheet is the grid of cells that can be used to store data and manipulate data.**
3. **Worksheet : it is a single page within a work book. It is a grid of rows and columns.**
4. **Cell : the intersection of row and column is a cell**
5. **Formula bar: it is the bar where we can type formula located above the work sheet.**
6. **Name box: it displays the address of the active cell**
7. **Status bar: located at bottom of sheet**
8. **Quick access toolbar: the quick access toolbar is located above the ribbon .**
9. **Column and raw header: used to identify the raws abd column**
10. **Scroll bars: two scroll bars are their horizontal and vertical bars are their.**
11. **Zoom slider: the zoom slider is located in the bottom right corner of the excel window.**

**Answer2.**

**The various application of excel in industry are**

1. **Data analysis**
2. **Financial analysis**
3. **Project management**
4. **Inventory management**
5. **Human resources**
6. **Quality control**

**Answer3.**

1. **Click on file**
2. **Click on options**
3. **Click on customize ribbon**
4. **Click on new tab and create anew group by clicking new group**
5. **Click on add command**
6. **Choose command**
7. **Add by click on add**

**Answer 4.**

1. **Ctrl+a select all**
2. **Ctrl +c copy**
3. **Ctrl+ x cut**
4. **Ctrl+z undo**
5. **Ctrl+v paste**
6. **Ctrl+b bold**
7. **Ctrl+u underline**
8. **Ctrl+I italics**
9. **Ctrl+o open**
10. **Ctrl+s save**
11. **Ctrl+e flash fill**
12. **Ctrl+p print**
13. **Ctrl+y redo**
14. **Ctrl+w right align**
15. **Ctrl+f find**
16. **Ctrl+shift+ p font**
17. **Ctrl + d copies the content of select cell**
18. **Ctrl +l create table dialogue box appears**
19. **Ctrl+n new**

**Answer 5.**

1. **Easy to use**
2. **Flexibility**
3. **Data handling**
4. **Graphical capibilities**
5. **Intergration with other**
6. **Cost effective**

**Answer 6**

1. **Select the cells**
2. **Click on insert**
3. **Click on tables from insert**
4. **Click on my header**
5. **Click on ok**
6. **Select table styles**
7. **Select on check box Header row**
8. **Click on file and save work book**

**Vedio for answer** 