1. What are the various elements of the Excel interface? Describe how

they're used.

Answer: The Excel interface revolves around the ribbon, which is the strip of controls across the top section of the application window. The ribbon is comprised of tabs, which contain groups of controls, and this terminology is used to identify the location of tools.

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

Answer: Data Entry and Storage, Performing Calculations, Data Analysis and Interpretation, Reporting and Visualizations, Accounting and Budgeting.

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.

Answer: Right Click on required Cell = Format Cell = Select Currency.

4. Make a list of different shortcut keys that are only connected to

formatting with their functions.

Answer: Ctrl + C, Ctrl + V, Ctrl + I, Ctrl + B, Ctrl + U

5. What distinguishes Excel from other analytical tools?

Answer: Its ability to perform many formulas with showcasing in Graph and Visualization. Data Storage is vast and Other analytical tools required Excel for collecting data.

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

Answer: In File