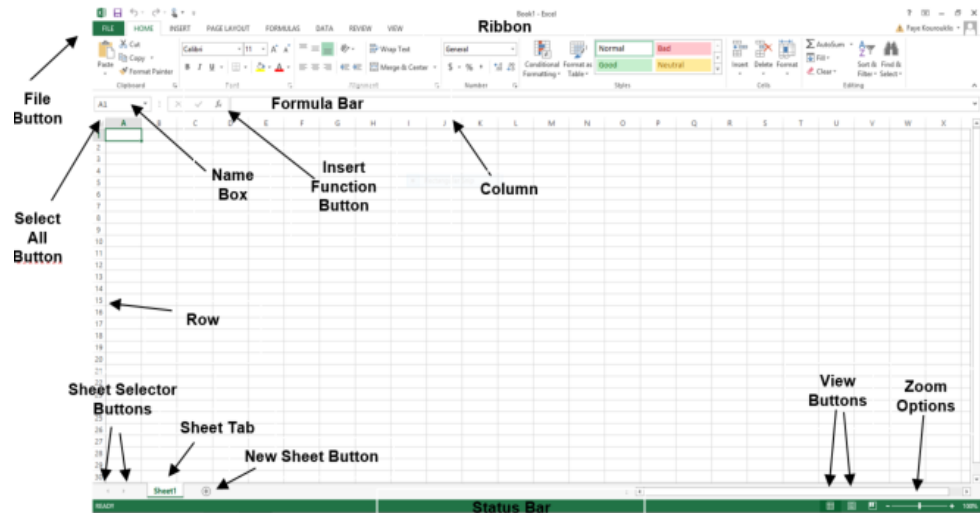


EXCEL ASSIGNMENT 6

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



Interface Element	Description
Ribbon Tabs	Ribbon Tab is a tab that organizes commands by topic
The Ribbon	Commands underneath the Tabs
Ribbon Groups	Grouping of related commands
Dialog Box Launcher	Opens a dialog box that includes additional commands
Quick Access Toolbar	One click access to any frequently used command
Name Box	Displays cell location and can be used to navigate to a cell location
Select All Button	Selects all the cells in a worksheet
Formula Bar	View, enter, or edit cell contents
Insert Function Button	Displays Insert Function dialog box
Scroll Bars	Used to navigate up, down, left & right
Zoom Slider	Zoom into an area of the worksheet
View Buttons	Switch between Normal, Page Layout and Page Break Preview views

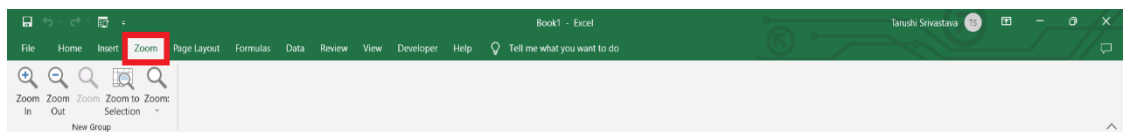
Worksheet tabs	Tabs used to select individual worksheets
The Workspace	The area inside of the columns and rows used in Excel
Columns	Columns use letters
Rows	Rows use numbers

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

Applications of Excel in the industry:

- Business Analysis
- People Management
- Managing Operations
- Performance Reporting
- Strategic Analysis
- Forecasting
- Accounting and Budgeting
- Data entry and storage
- Collection and verification of business data

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.



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

- **CTRL + 1**: Opens format cell dialog box
- **CTRL + B**: Applies bold font formatting to header
- **ALT + H + B + A**: Applies borders to the cell
- **ALT + H + B + T**: Gives an outline border to the dataset

- **ALT + H + O + W:** Autofits column width

5. What distinguishes Excel from other analytical tools?

The excel spreadsheet displays financial information in an organized manner. The information could be related to the sales, management department, HR or the marketing. Most of the business is dependent on IT sector and therefore excel is a vital tool to run a business.

The topmost feature of this software are:

- **The brilliant user interface:** It provides different color shades, font types to format the spreadsheet and differentiate between rows and columns. It is good to present useful presenting information such as balance, tax profit etc. There is a quick analysis button to choose the appropriate coloring scheme.
- **It provides online access:** It offers great online access. The employees as well as the business leaders can have access to the useful program from different location and from various devices. All they need is a web enabled computer or laptop devices.

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

HEADER

Header

Marks Obtained by Students						
Student Name	Sub 1	Sub 2	Sub 3			
Tarushi Srivastava	87	90	78			
Shivam Verma	67	45	71			
Shuvani Singh	98	89	92			
Swati Gupta	55	87	80			
Harshit Srivastava	78	67	94			

FOOTER

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Footer