Excel Assignment - 6

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

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.

Quick Access Toolbar:

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.
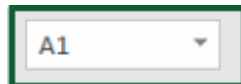

Ribbon:

The Ribbon interface are then subdivided in groups based on the usage of the commands. For example, in the Home tab, the commands are **grouped** in Clipboard, Font, Alignment, Number, Styles, Cells, and Editing.

Name Box:

The Name Box is an input box which normally displays the name or location of the active cell on the worksheet.

Formula Quick Menu and Formula Bar:

- 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.

Status Bar:

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

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Worksheet View Options:

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.

Zoom Slider Control & Zoom Percentage Indicator:

- 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%.
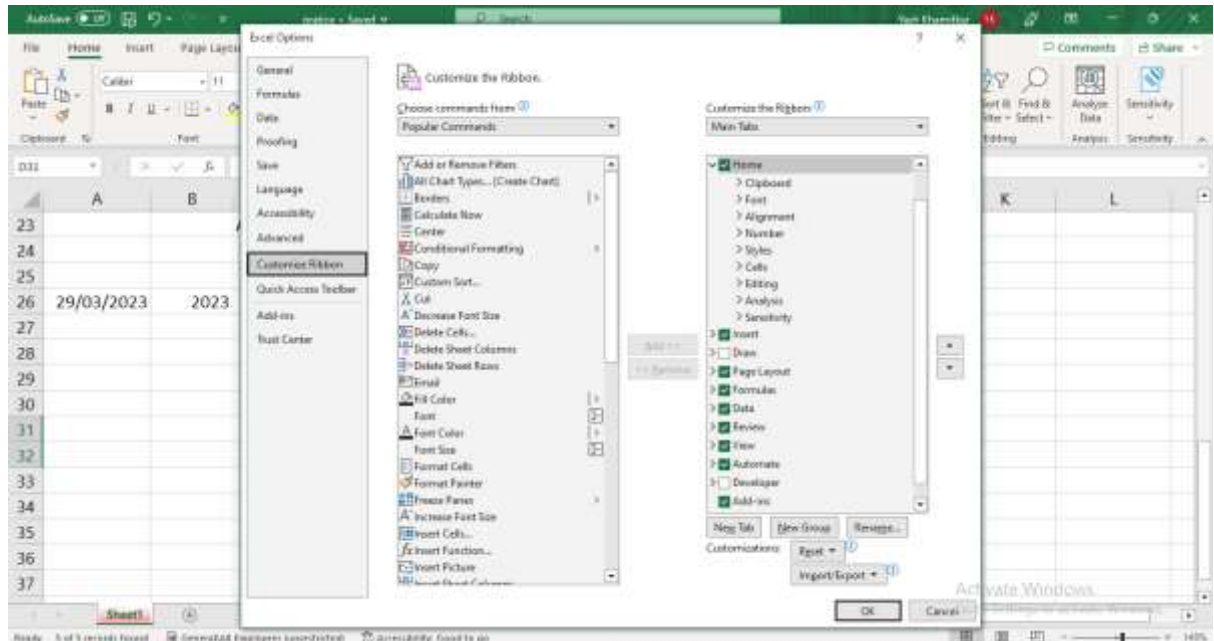
## 2. Write down the various applications of Excel in the industry.

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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.
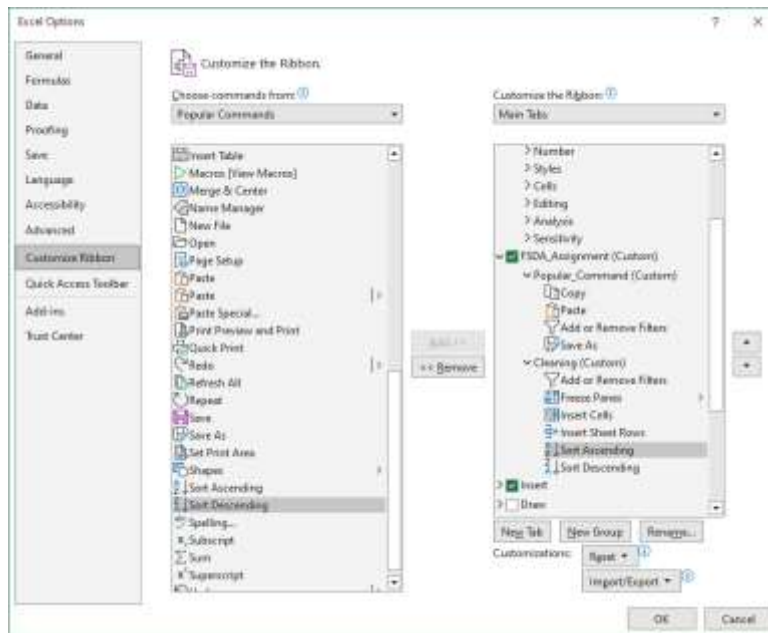
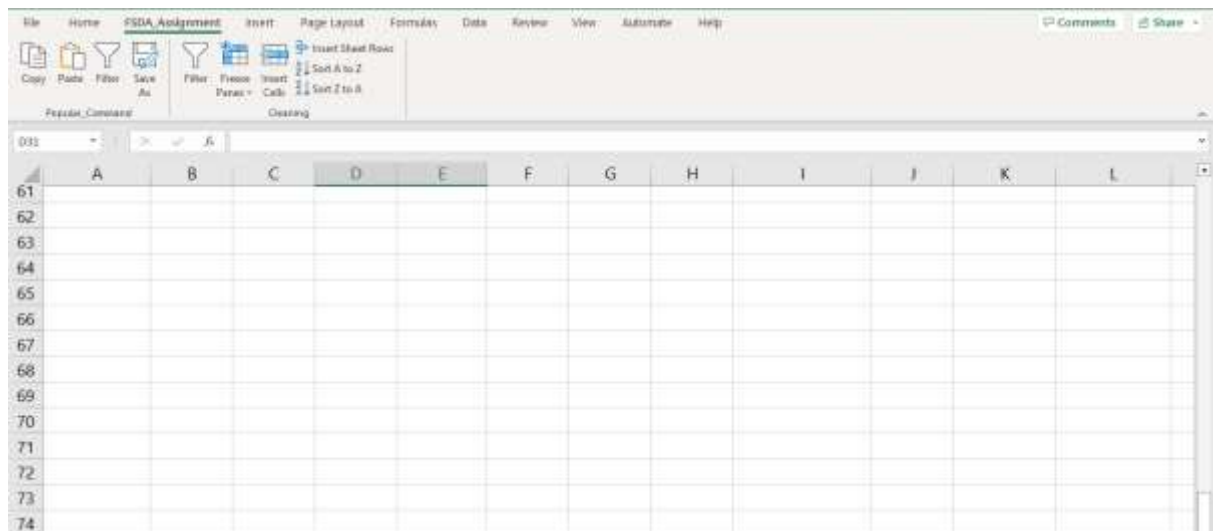- In Home > In Mouse Right Click > Select Customize the Ribbon and Follow the step

- Select on the New Tab and rename it your choice.
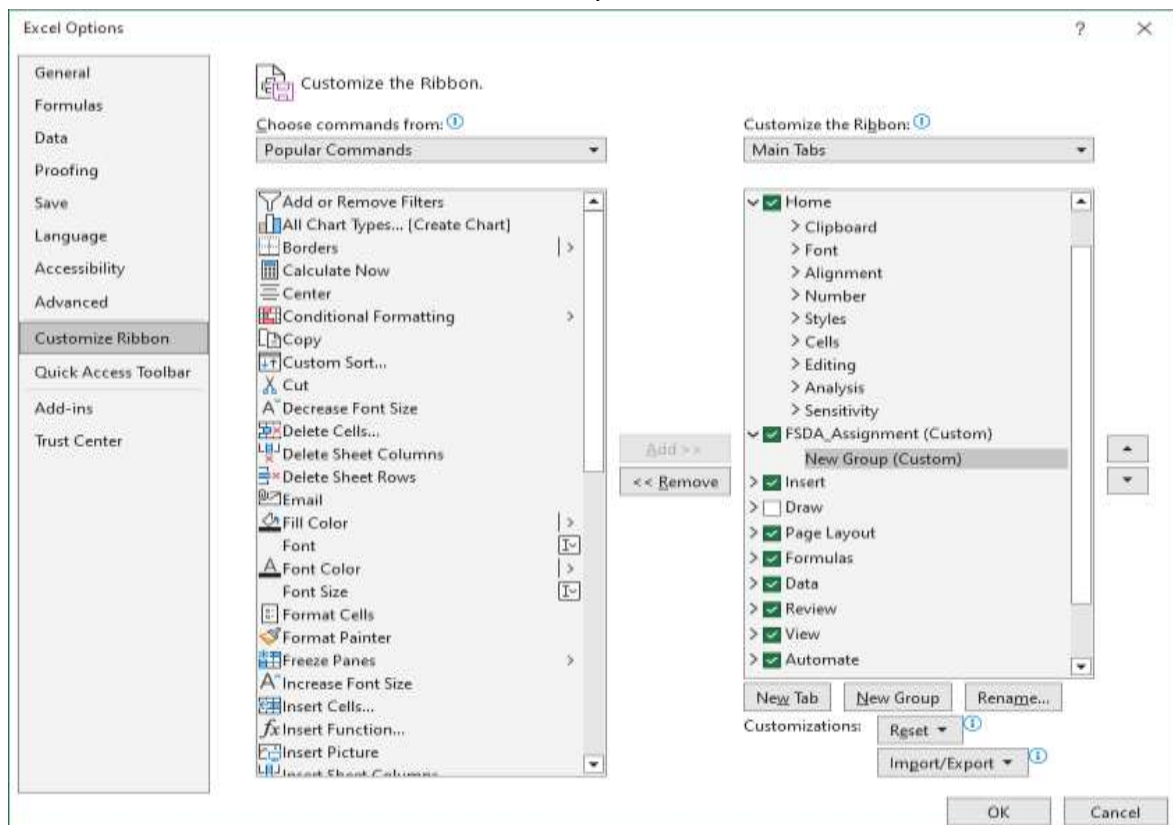
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- Now Created New Group Popular_Commond and Cleaning.
- Select command from left dialog box and select add/remove button as per your requirement. And click OK
- It will show on the Menu Bar.

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

- **Ctrl + F:** Open find box.
- **Ctrl + K:** Insert link (Shortcut Keys and their Functions).
- **Ctrl + U:** Underline highlighted selection.
- **Ctrl + Y:** Redo the last action performed.

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- **Shift + Home:** Highlights from current position to beginning of line.
- **Shift + End:** Highlights from current position to end of line.
- **Ctrl + W:** Close a workbook.
- **Ctrl + M:** Go To the Formula tab.
- **Ctrl + pg up / Ctrl + pg dn:** For navigation sheet.
- **F2:** Change the cell value.

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.

- It builds the Modeling, visualization, reports, dynamic charts, etc.
- It makes use of conditional formatting.
- It helps to organize the data.
- It will identify trends.
- Easy to Filter the data.
- Easy interface for user.

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

- Go to **View** > in Workbook View group **Page Layout**.
- In Spreadsheet Area shows the **Add Header.** After Double click 'Header and Footer' will open in menu bar.
- In Header and Footer group select the **Header and Footer.** Now set for custom header footer.