

Advance Excel Assignment 6

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

- Data Entry and Storage
- Performing Calculations

- Data Analysis and Interpretation
- Reporting and Visualizations
- Accounting and Budgeting
- Collection and Verification of Business Data
- Calendars and Schedules
- Administrative and Managerial Duties
- Forecasting
- Automating Repetitive Tasks

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

1. CONTROL + B: Applies bold font formatting to headers.
2. ALT + H + B + A: Applies borders to the cells.
3. ALT + H + B + T: Gives an outline border to the dataset.
4. ALT + H + O + W: Autofits column widths.
5. CONTROL + 1: Opens Format Cells dialog box

5. What distinguishes Excel from other analytical tools?

Microsoft Excel allows you to examine and interpret data in a variety of ways. The information could come from several different places. A variety of formats and conversions are available for the data. Conditional Formatting, Ranges, Tables, Text functions, Date functions, Time functions, financial functions, Subtotals, Quick Analysis, Formula Auditing, Inquire Tool, What-if Analysis, Solvers, Data Model, PowerPivot, PowerView, PowerMap, and other Excel commands, functions, and tools can all be used to analyses it.

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

Go to Insert > Header or Footer. Choose from a list of standard headers or footers, go to the list of Header or Footer options, and select the header or footer that you want. Or, create your own header or footer by selecting Edit Header or Edit Footer. When you're done, select Close Header and Footer or press Esc.