

Excel Assignment - 6

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

Ans: The following are the basic parts of the Microsoft Excel Window:

- Quick Access Toolbar.
- File Tab.
- Title Bar.
- Control Buttons.
- Menu Bar.
- Ribbon/Toolbar.
- Dialog Box Launcher.
- Name Box.

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

Ans: The main uses of Excel include:

- Data entry.
- Data management.
- Accounting.
- Financial analysis.
- Charting and graphing.
- Programming.
- Time management.
- Task management.

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.

Ans: You can personalize your ribbon to arrange tabs and commands in the order you want them, hide or unhide your ribbon, and hide those

commands you use less often. Also, you can export or import a customized ribbon.

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

Ans: You can do a lot of things with Excel: modeling, visualization, reports, dynamic charts, etc.

5. What distinguishes Excel from other analytical tools?

Ans: You can do a lot of things with Excel: modeling, visualization, reports, dynamic charts, etc

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

Ans: 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

