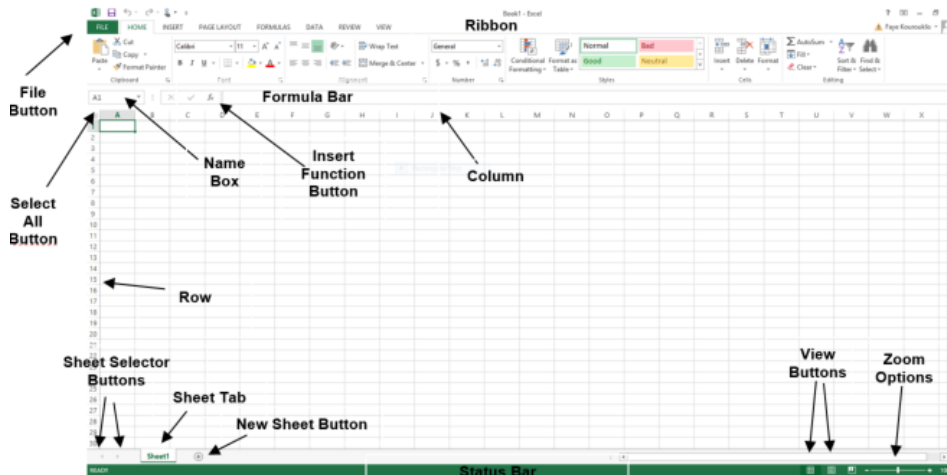


Excel Assignment - 6

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 accesses 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.

- Finance and Accounting
- Marketing and Product Management
- Human Resources Planning
- 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.

1. customize ribbon in Excel

Most customizations to the Excel ribbon are done in the *Customize the Ribbon* window, which is part of *Excel Options*. So, to start customizing the ribbon, do one of the following:

- Go to *File > Options > Customize Ribbon*.
- Right-click on the ribbon and select **Customize the Ribbon...** from the context menu

2. create a new tab for the ribbon

To make your favorite commands easily accessible, you can add your own tab to the Excel ribbon. Here's how:

- In the *Customize the Ribbon* window, under the list of tabs, click the **New Tab** button
- select the newly created tab, named *New Tab (Custom)*, and click the **Rename...** button to give your tab an appropriate name. In the same manner, change the default name given by Excel to a custom group. For the detailed guidelines, please see how to rename ribbon items.
- When done, click *OK* to save the changes.

3. Custom Group to A Ribbon Tab

To add a new group to either a default or custom tab, this is what you need to do:

- In the right part of the *Customize the Ribbon* window, select the tab to which you'd like to add a new group.
- Click the **New Group** button. This adds a custom group, named *New Group (Custom)*, at the bottom of the list of groups, meaning the group displays on the far-right end of the tab. To create a new group in a specific location, select the group after which the new group is to appear.

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

Here are my top five Excel formatting shortcuts:

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 is a useful tool for businesses. Companies use the software to organize the data and maximize returns on investment. The large-scale organizations have a great volume of data from different resources like online sales, in-store transactions and social media. It is important to analyze this information in an efficient manner.

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.