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**Advance Excel Assignment 6**

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

Ans:-

The interface components of Excel are Quick Access Toolbar, File Bar, Ribbon bar / Menu Bar, Name Box, Formula Bar, Worksheet, Scroll Bars

- Quick Access Toolbar is used to access the most commonly used activities such as save, undo, redo, etc. We can set the list of activities from settings which we need to perform.
- Ribbon bar is the main Menu bar. We can perform almost all the actions of Excel.
- In the Name Box, we can see the selected cell name. (Column Number and Row Number)
- In the Formula bar, we can see or write the functions which we need to perform
- Worksheet is the sheet in which we work

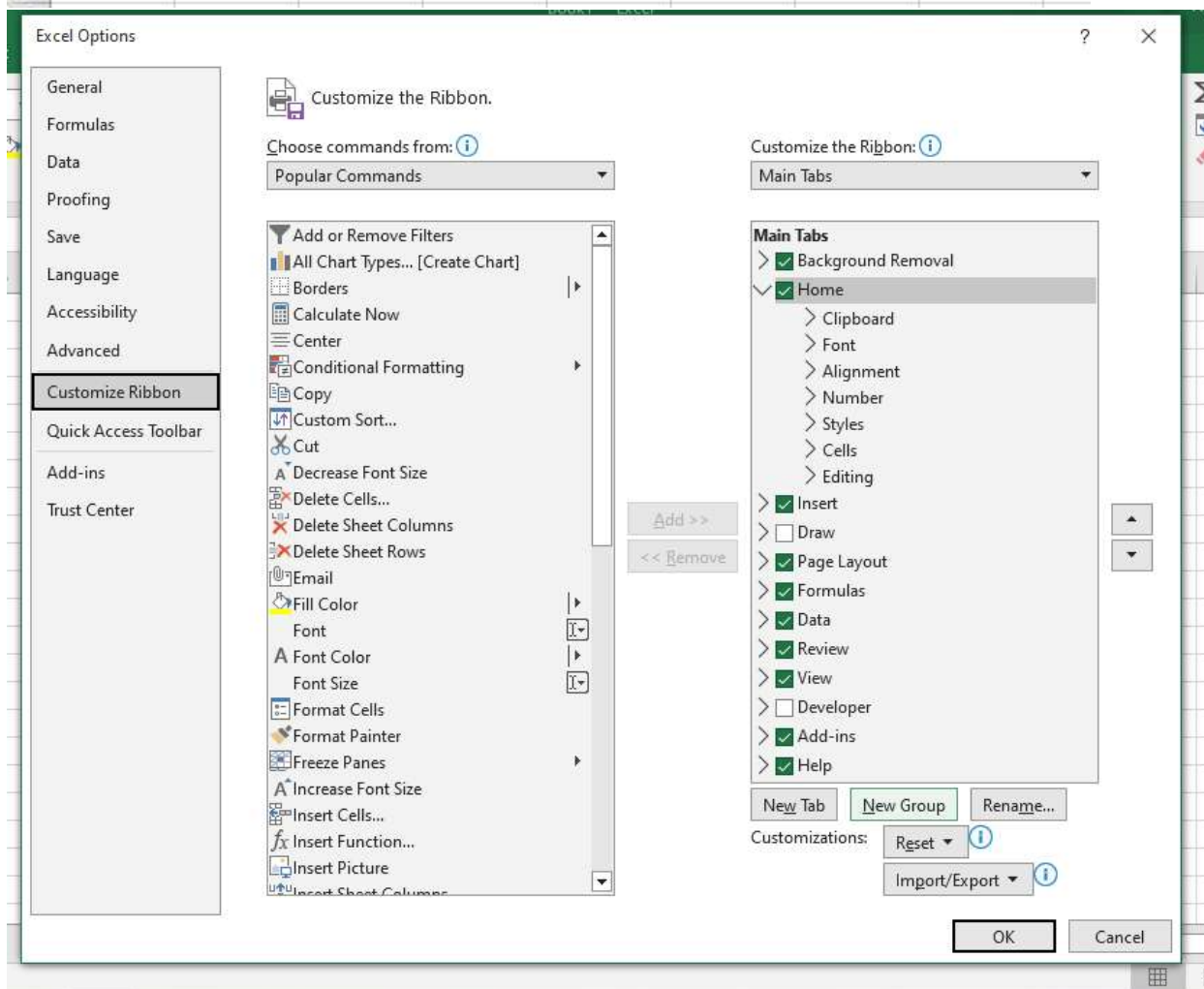
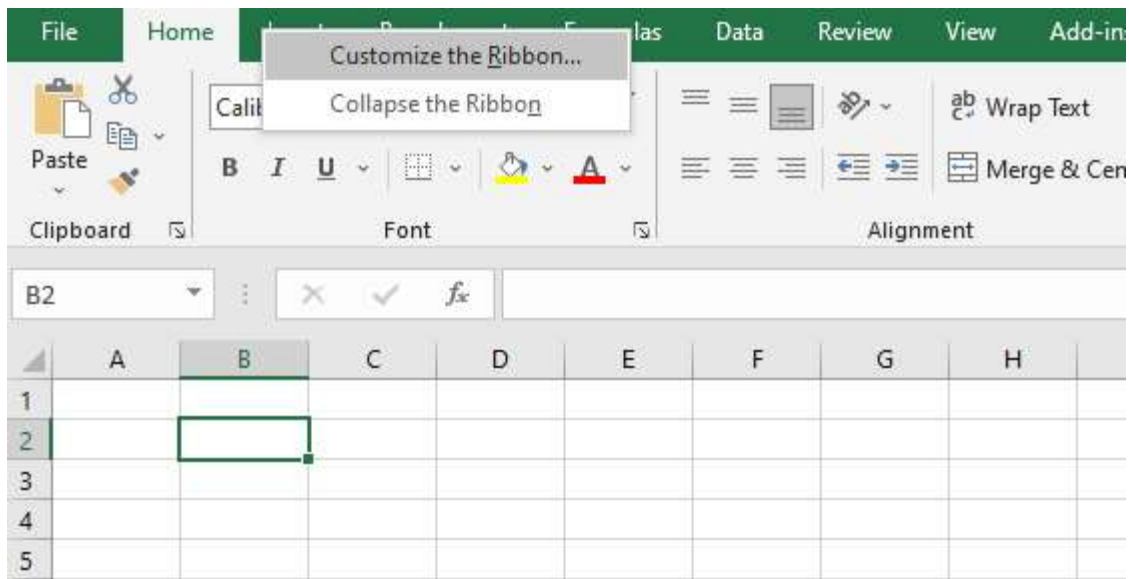
2. Write down the various applications of Excel in the industry.

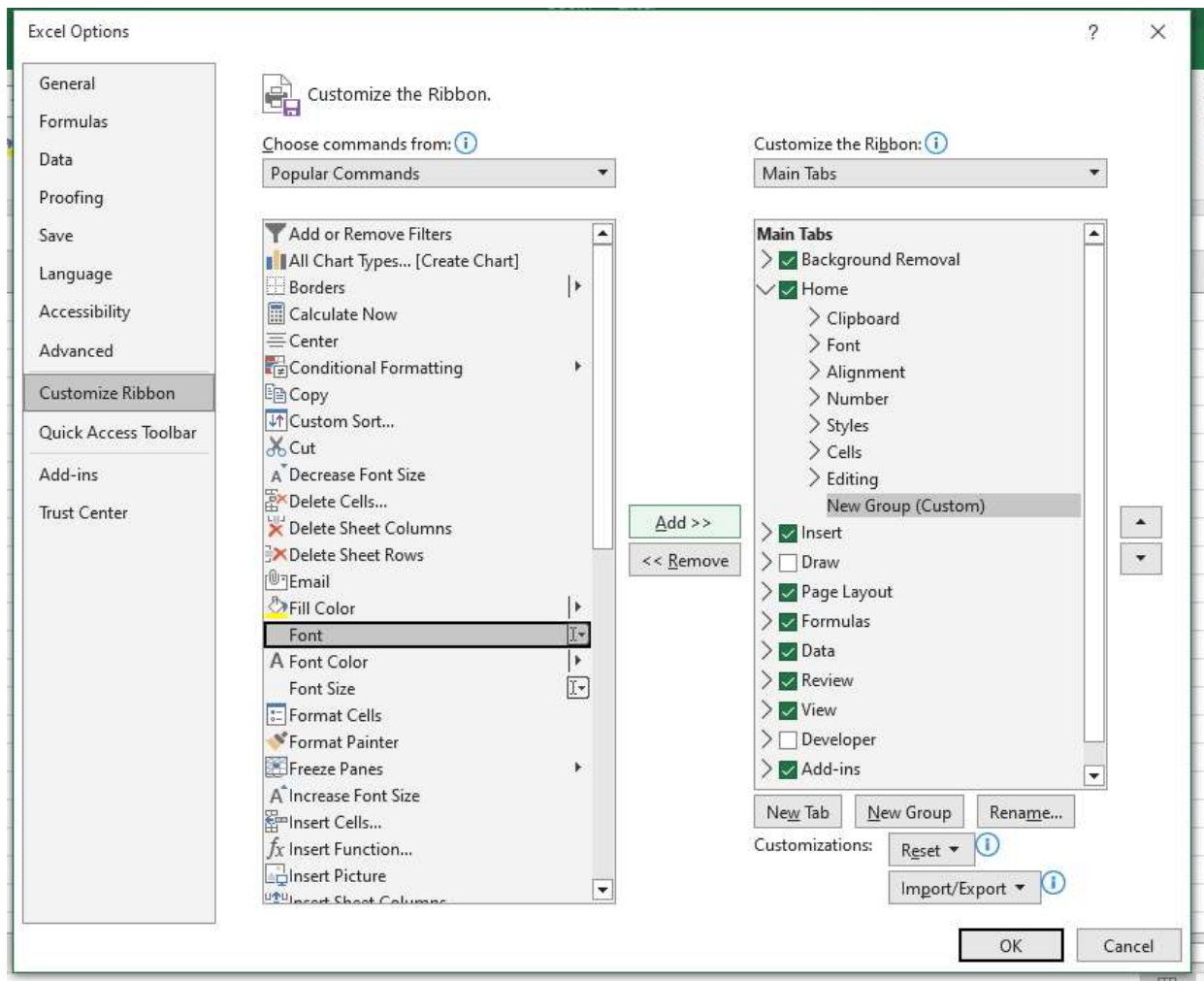
Ans:-

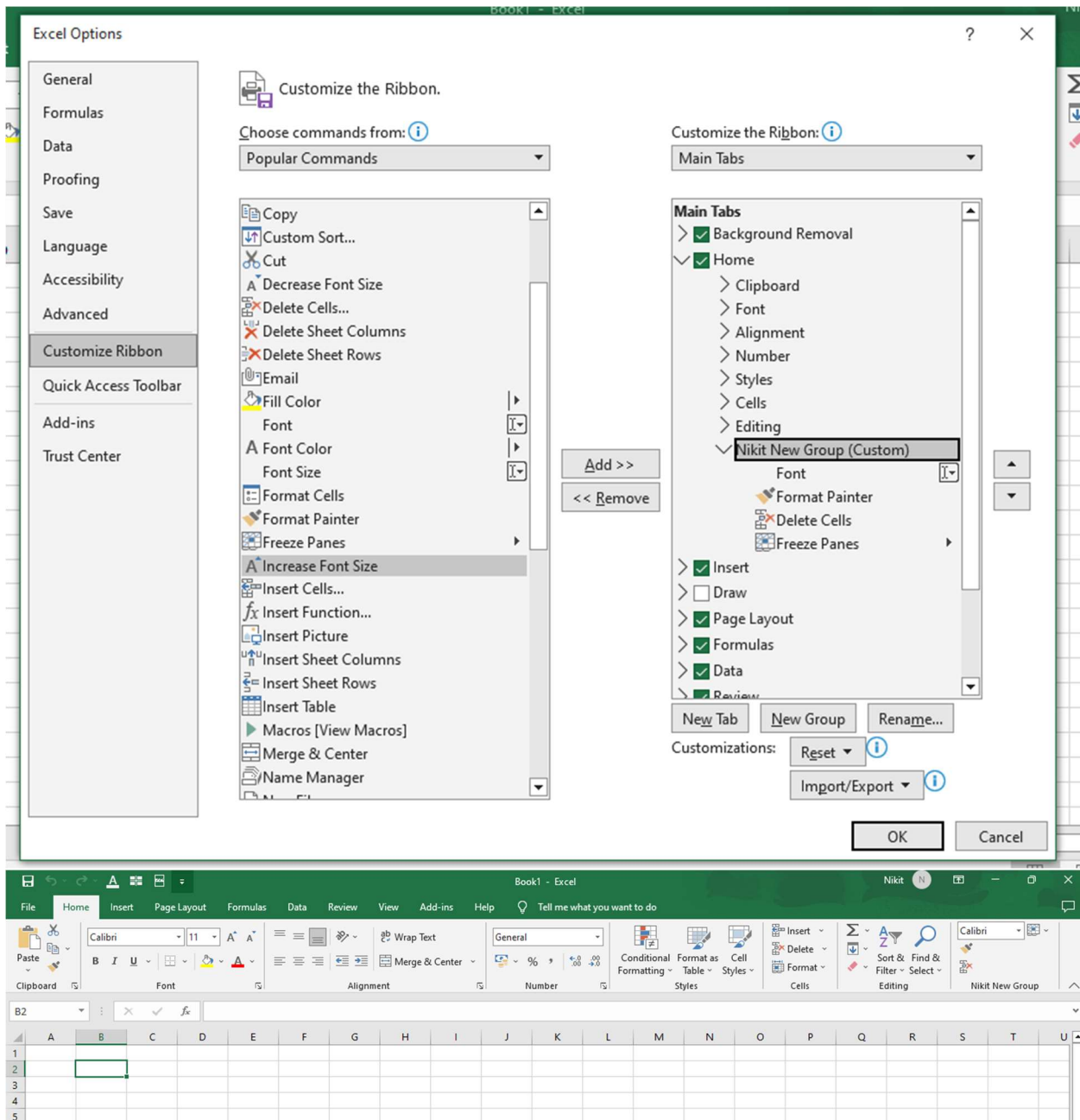
- DATA ENTRY AND STORAGE
- COLLECTION AND VERIFICATION OF BUSINESS DATA
- ADMINISTRATIVE AND MANAGERIAL DUTIES
- ACCOUNTING AND BUDGETING
- DATA ANALYSIS
- REPORTING + VISUALIZATIONS
- FORECASTING

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:-







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

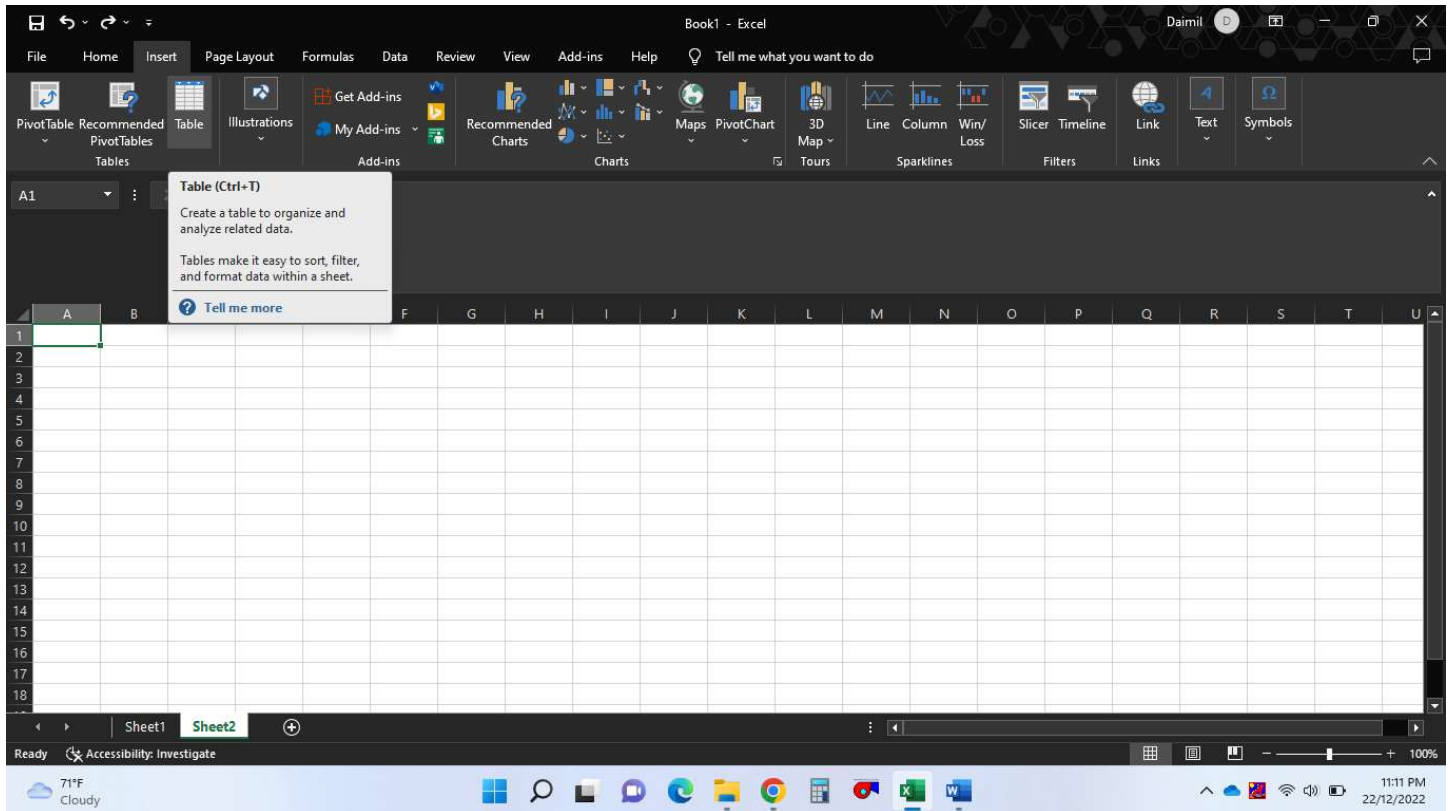
Ans :-

- Ctrl+B to Bold the fonts
- Ctrl+I to make fonts Italic
- Ctrl+U to Underline the font
- Alt+H+H to highlight the cell
- Alt+H+FC to Change the Font Color
- Alt+H+W to Wrap Texts in the Cell

5. What distinguishes Excel from other analytical tools?

Ans :- Excel Empowers to understand the data through natural language queries which is very complicated in other tools. It helps you to understand the meaning of many operations before further learning of other analytical tools. It is also more user friendly

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



Book1 - Excel

File Home Insert Page Layout Formulas Data Review View Add-ins Help Tell me what you want to do

PivotTable Recommended PivotTables Tables Illustrations Get Add-ins My Add-ins Add-ins Recommended Charts Charts Maps PivotChart 3D Map Tours Sparklines Line Column Win/Loss Slicer Timeline Filters Links Text Symbols

A1

Create Table

Where is the data for your table?

\$A\$1:\$F\$10

☐ My table has headers

OK Cancel

Sheet1 Sheet2

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Book1 - Excel

File Home Insert Page Layout Formulas Data Review View Add-ins Help Table Tools Table Design Tell me what you want to do

PivotTable Recommended PivotTables Tables Illustrations Get Add-ins My Add-ins Add-ins Recommended Charts Charts Maps PivotChart 3D Map Tours Sparklines Line Column Win/Loss Slicer Timeline Filters Links Text Symbols

C9

Column1 Column2 Column3 Column4 Column5

Header & Footer

The content of the header and footer repeats at the top and bottom of each printed page.

This is useful for showcasing info, such as file name, date, and time.

Tell me more

Sheet1 Sheet2

Ready Accessibility: Investigate

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Book1 - Excel

Header & Footer Tools

Header & Footer

Tell me what you want to do

Header & Footer Elements

Options

Header

daimil

Column1 Column2 Column3 Column4 Column5

Click to add data

Sheet1 Sheet2

Ready Accessibility: Investigate Page: 1 of 1

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