# Advance Excel Assignment 6

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

Sol) Below are the various elements of the Excel interface:

1.  Quick Access Bar – We can use this bar to enable certain actions to quickly perform them like save and print preview options to name a few.
2.  Ribbon – All the options like File, Home, Insert, Formulas and so on comes under the ribbon part. We use this part to format the data in the excel sheet and do all kind of operations. Below are the options we get in ribbon.
    *   File
    *   Home
    *   Insert
    *   Page Layout
    *   Formulas
    *   Data
    *   Review
    *   View
    *   Help
3.  Name Box – It shows the location of the cursor in an alphanumeric value. For example, if our cursor is on the $5^{th}$ row of the H column than in the name box it will show H5.
4.  Formula Bar – Whatever formula/value is present in the selected cell is shown here.
5.  Cells – We use this blank cells to record the data.
6.  Navigation Buttons and Sheet tabs - We use this to navigate in the sheet and to insert, delete and change name of the sheets.
7.  Status Bar – Status bar shows the count and average of the mathematical values when we select a range of value also it has options like zoom, which we can use to zoom in and zoom out the sheet. We can also customise this tab to add/delete certain actions.

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

Sol) Below are the various applications of Excel in the industry:
1.  Data Entry
2.  Data Management
3.  Financial Analysis
4.  Charting and graphing
5.  Table formation
6.  Reporting
7.  Budgeting
8.  Inventory Management
9.  Recording Product Information
10. Task Management

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

Sol) Below is the list of different shortcut keys that are only connected to formatting with their functions:

1.  Ctrl + 1 – This shortcut is used to open the **Format Cells** dialog box.
2.  F2 – This shortcut is used to **Edit** the active/selected cell.
3.  Shift + F2 -  This shortcut is used to insert a **Cell Note**.

4. Ctrl + Shift + Plus Sign(+) - This shortcut is used to open the **Insert** dialog box to insert blank cells.
5. Ctrl+Minus sign (-) - This shortcut is used to open the **Delete** dialog box to delete selected cells.
6. Ctrl + X – This shortcut is used to **Move** the data of the selected cell into other cell.
7. Ctrl + C – This shortcut is used to **Copy** the data of the selected cell into other cell.
8. Ctrl + V – This shortcut is used to **Paste** the data copied into a selected cell.
9. Ctrl + Alt + V – This shortcut is used to open the **Paste Special** dialog box.
10. Ctrl + I – This shortcut is used to make the selected fonts *Italic.*
11. Ctrl + B – This shortcut is used to make the selected fonts **Bold.**
12. Ctrl + U – This shortcut is used to make the selected fonts **Underlined.**
13. Ctrl + D – This shortcut is used to use the **Fill Down** command to copy the contents and format of the topmost cell of a selected range into the cells below.
14. Ctrl+Shift+Dollar sign ($) - This shortcut is used to format the selected cell into **Currency Format.**
15. Ctrl+Shift+Percent sign (%) - This shortcut is used to format the selected cell into **Percentage Format.**

5. What distinguishes Excel from other analytical tools?

Sol) Below are the features which distinguishes Excel from other Analytical Tools:
1. In each sheet we can record around 1 million data rows in a simple tabular form.
2. A wide range of formulas help us in manipulating data and find out the required details.
3. It also provide Online Access.
4. It also provide features like exporting the data to .csv or .pdf format.
5. It also provides the features to visualize the data in graphical form.
6. It also provides the feature to make dynamic tables e.g. Pivot Table.
7. Functions like V Lookup and H Lookup makes it very easy to find out the desired information from a particular table easily.
8. It provides a lot of option of formatting the data including General, Currency, Numbers, Percentages etc.
9. It provides a very user-friendly interface and also provides options to customize it as per the requirement.
10. It helps in organizing big datasets in a very orderly and easy to interpret manner.

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

| Product Details | | | | | |
|---|---|---|---|---|---|
| S. No. | Name | Product Description | Quantity | Rate | Amount |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| | | Total | 0 | | 0 |