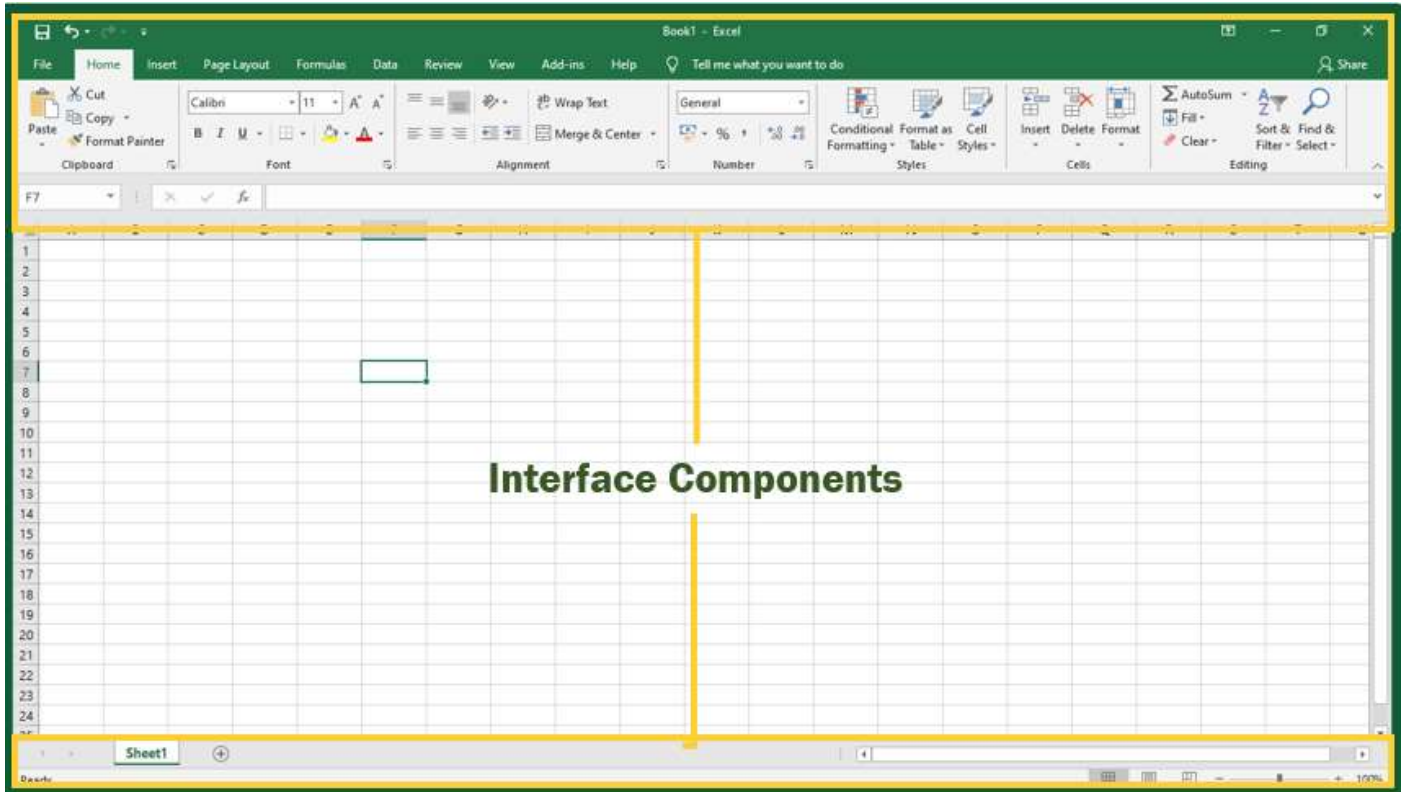


Advance Excel Assignment 6

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

Ans -



Interface Components

The interface components of Excel include the Quick Access Toolbar, Ribbon, Name Box, Formula Quick Menu, Formula Bar, Status Bar, Worksheet View Options, Zoom Slider Control, and the Zoom Percentage Indicator.

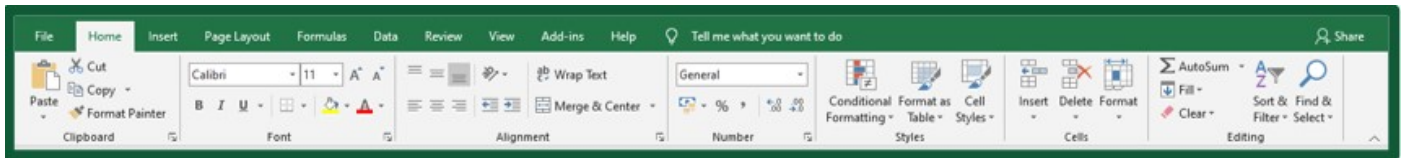
Quick Access Toolbar

The Quick Access Toolbar is found on the top-left of the Excel window which contains the commonly-used commands in Excel. This toolbar can be customized and lets you choose which commands you want to access easily. By default, this contains the save, undo, and redo commands.



Ribbon

The Ribbon interface contains the commands that are available for use in Excel. This has multiple tabs including the File, Home, Insert, Page Layout, Formulas, Data, Review, View, Add-ins, and Help tabs. There are tabs that will appear when necessary; for example, the Format tab appears when you click an inserted shape.



The tabs are then subdivided in groups based on the usage of the commands. For example, in the Home tab, the commands are grouped in Clipboard, Font, Alignment, Number, Styles, Cells, and Editing.

Name Box

The Name Box is an input box which normally displays the name or location of the active cell on the worksheet. This is also used to directly create a named range. When you open a blank workbook, the selected cell is A1, by default.



Formula Quick Menu

The Formula Quick Menu beside the Name box is a shortcut when you want to insert a function. If you click the fx option, the Insert Function will pop-up to let you choose which Excel function would you like to use.



Formula Bar

The Formula Bar is found just beside the Formula Quick Menu. This allows you to enter or edit data, formula or a function that will appear in the selected cell whose name or location appears in the Name Box.



Status Bar

The Status Bar in the bottom-left corner of the Excel window displays various information about the current mode of the workbook.



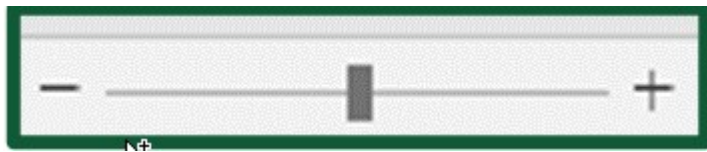
Worksheet View Options

The Worksheet View Options lets you choose which of the 3 worksheet views you want (Normal, Page Layout, or Page Break Preview). By default, the worksheet view is set to Normal.



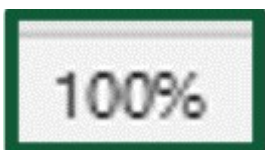
Zoom Slider Control

The Zoom Slider Control helps you zoom in and zoom out the worksheet.



Zoom Percentage Indicator

The Zoom Percentage Indicator displays the zoom percentage just beside the Zoom Slider Control. By default, it is set to 100%.



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

Ans - Excel is a widely-used tool in various industries for a number of purposes, including:

Financial Analysis: Excel is commonly used for financial modeling, budgeting, and forecasting. It can be used to analyze data, create charts and graphs, and calculate important financial metrics such as return on investment (ROI) and net present value (NPV).

Data Management: Excel can be used to manage and organize large amounts of data. It is often used to store and manipulate data from databases, spreadsheets, and other sources.

Project Management: Project managers use Excel to create schedules, track tasks and deadlines, and monitor progress. Gantt charts, PERT diagrams, and other project management tools can be easily created in Excel.

Sales and Marketing: Sales and marketing teams use Excel to track leads, manage customer databases, and analyze data on customer behavior and preferences.

Inventory Management: Excel is often used to manage inventory levels, track stock movements, and generate reports on inventory usage and costs.

Human Resources: Excel can be used to manage employee data, such as schedules, timesheets, and payroll information. It can also be used to track employee performance and generate reports on productivity and attendance.

Supply Chain Management: Excel can be used to track supplier performance, manage vendor relationships, and monitor production and delivery schedules.

Scientific and Research Applications: Researchers and scientists use Excel to analyze and visualize data from experiments, simulations, and surveys.

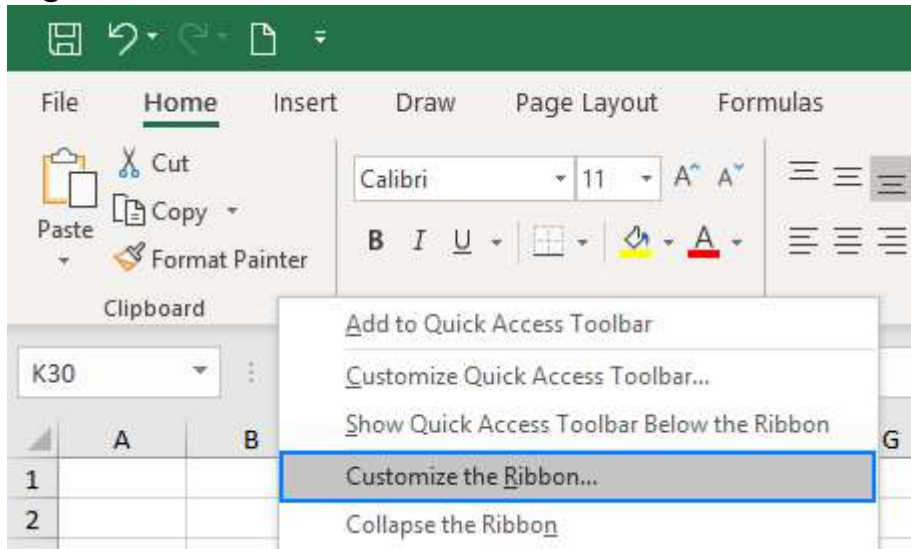
These are just a few examples of the many applications of Excel in the industry. The versatility and wide range of functions offered by Excel make it a popular tool for a variety of tasks and applications.

Top of Form

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 - Go to File > Options > Customize Ribbon.

Right-click on the ribbon and select Customize the Ribbon... from the context menu:

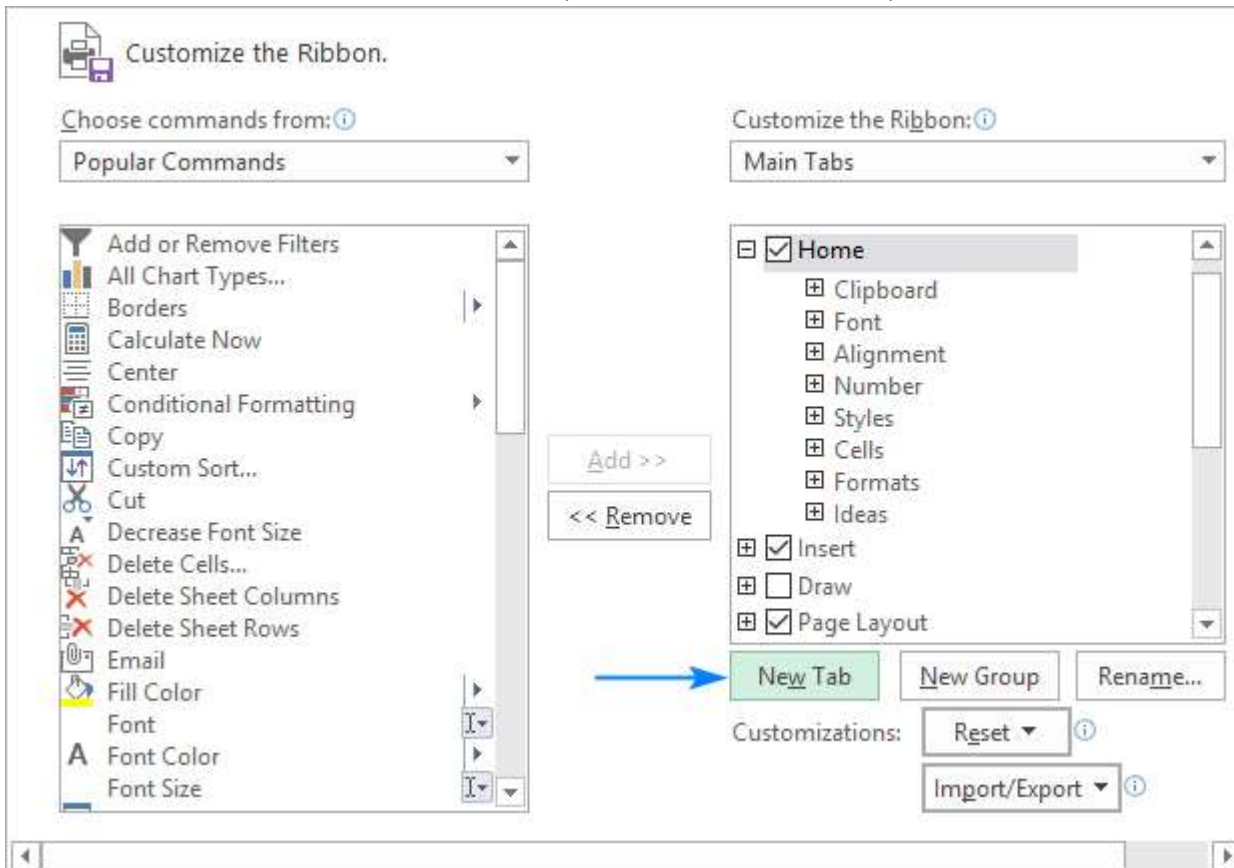


Either way, the Excel Options dialog window will open enabling you to do all the customizations described below. The instructions are the same for Excel 2019, Excel 2016, Excel 2013 and Excel 2010.

How to 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:

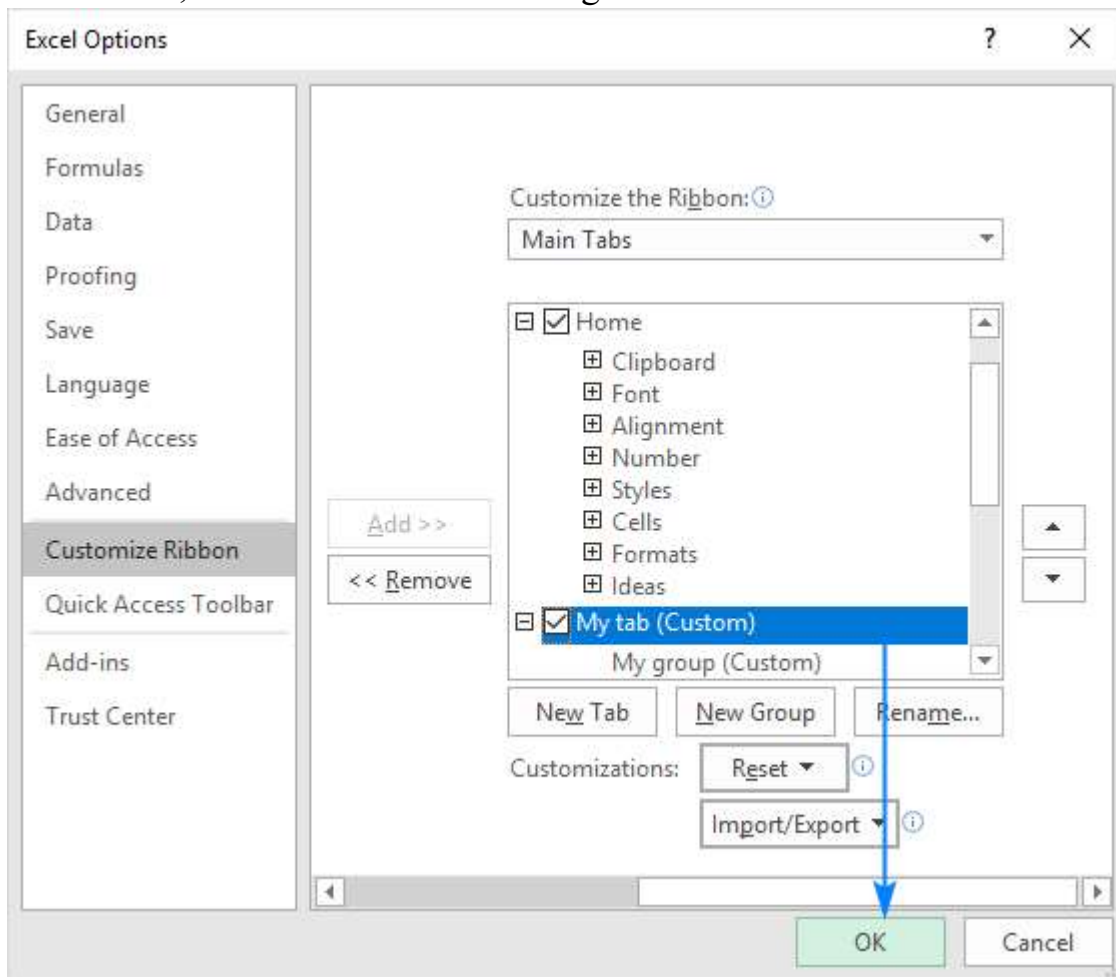
In the Customize the Ribbon window, under the list of tabs, click the New Tab button.



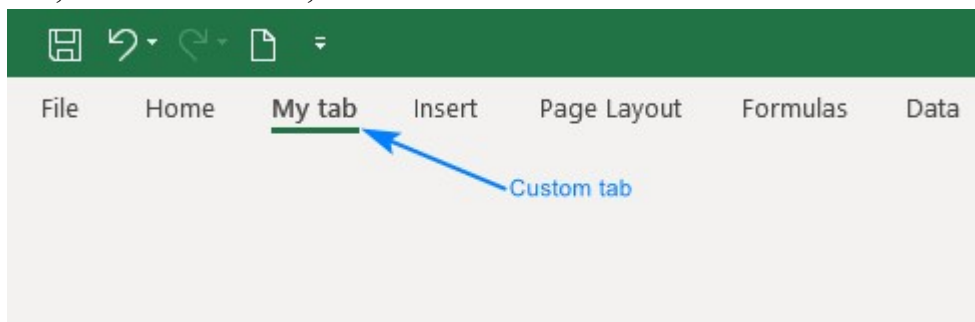
This adds a custom tab with a custom group because commands can only be added to custom groups.

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.



As shown in the screenshot below, our custom tab is added to the Excel ribbon immediately, though the custom group is not displayed because it is empty. For the group to show up, it must contain at least one command. We will add commands to our custom tab in a moment but, to be consistent, we will first look at how to create a custom group.



Tips and notes:

By default, a custom tab is placed after the currently selected tab (after the Home tab in our case), but you are free to move it anywhere on the ribbon.

Each tab and group that you create have the word Custom after their names, which is added automatically to distinguish between built-in and custom items. The word (Custom) only appears in the Customize Ribbon window, not on the ribbon.

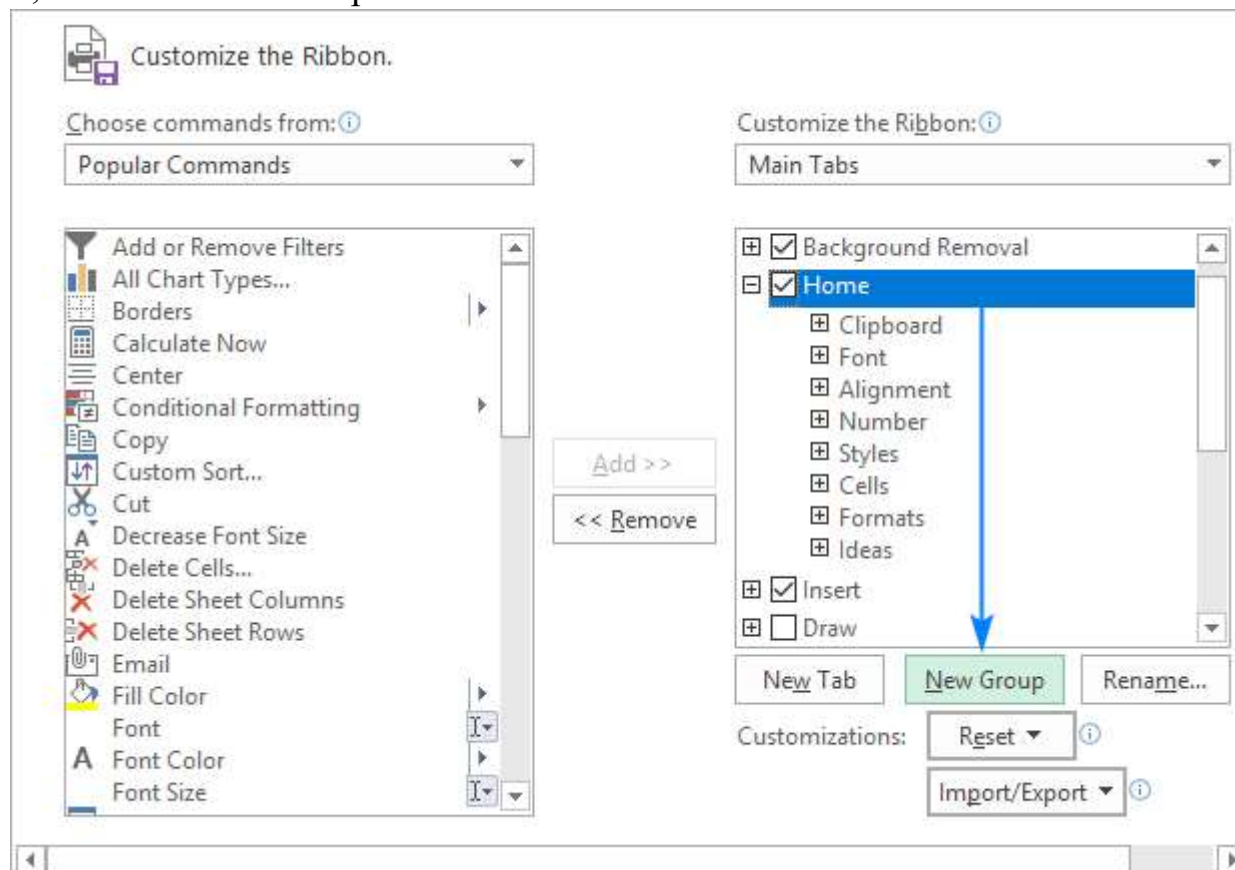
How to add a custom group to a ribbon tab

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.

In this example, we're going to add a custom group to the end of the Home tab, so we select it, and click New Group:



To rename your custom group, select it, click the Rename... button, type the desired name, and click OK.

Optionally, from the Symbol box, select the icon to represent your custom group. This icon will appear on the ribbon when the Excel window is too narrow to show the commands, so only the group names and icons are displayed. Please see how to rename items on the ribbon for full details.

Click OK to save and view your changes.

Tip. To save some room on the ribbon, you can remove text from the commands in your custom group and show only the icons.

How to add a command button to Excel ribbon

Commands can only be added to custom groups. So, before adding a command, be sure to create a custom group on an inbuilt or custom tab first, and then perform the below steps.

In the list under Customize the Ribbon, select the target custom group.

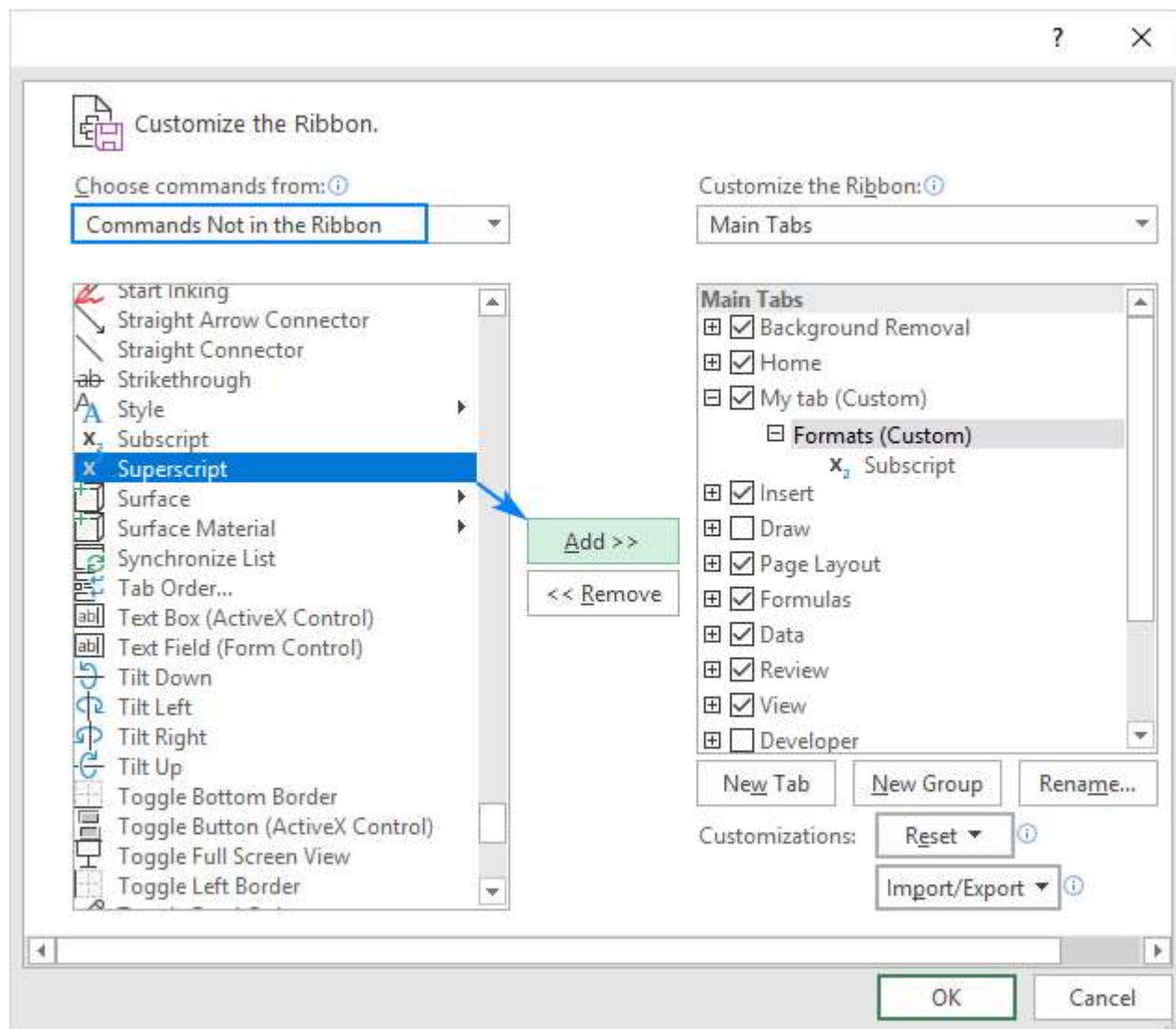
In the Choose commands from drop-down list on the left, select the list from which you want to add commands, for example, Popular Commands or Commands Not in the Ribbon.

In the list of commands on the left, click the command you want to add.

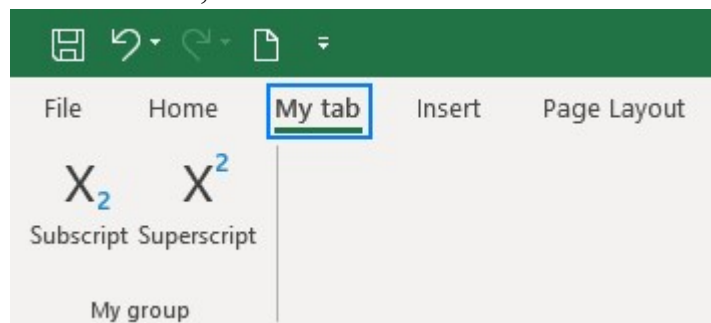
Click the Add button.

Click OK to save the changes.

As an example, we are adding add the Subscript and Superscript buttons to the custom tab that we created:



As the result, we now have a custom ribbon tab with two buttons:

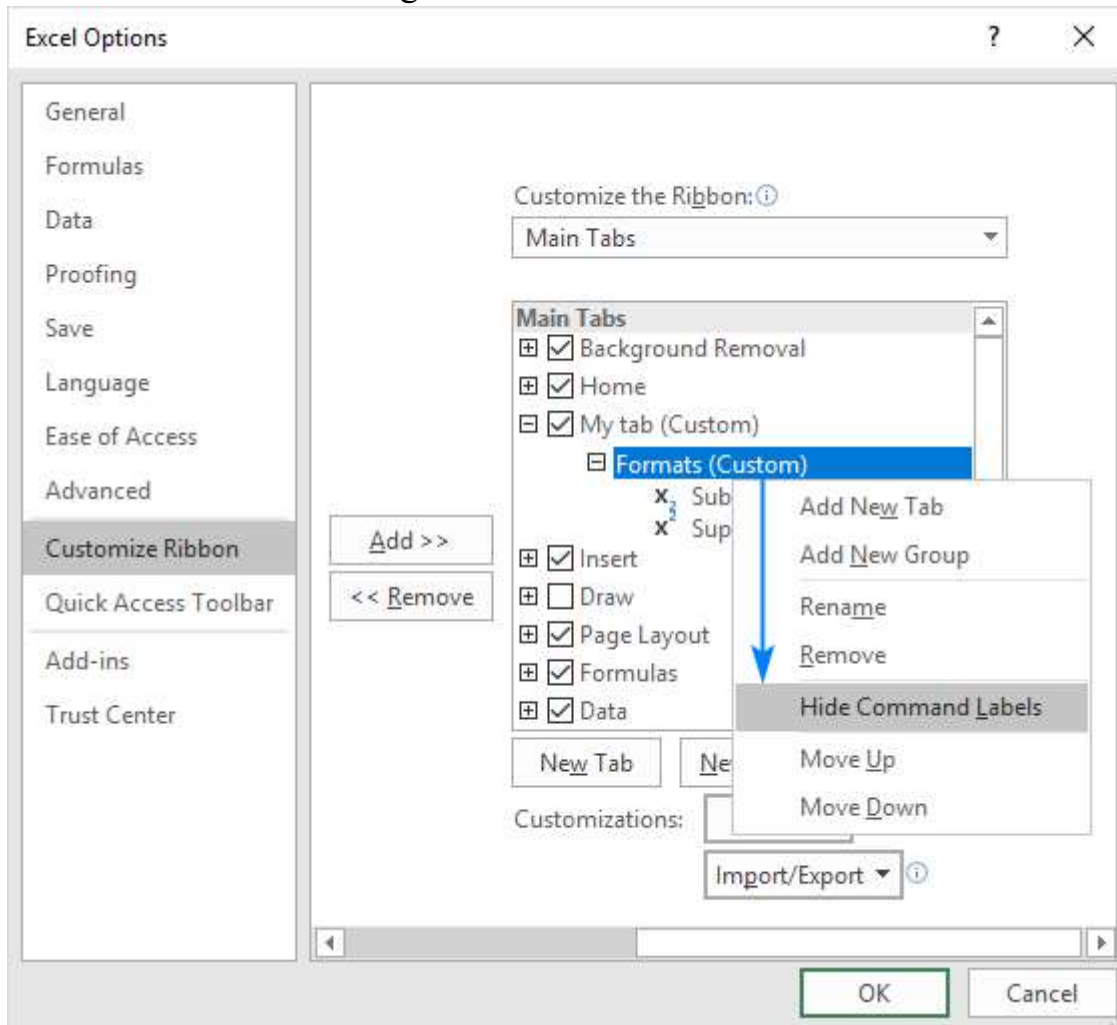


Show icons instead of text labels on the ribbon

If you're using a small monitor or a laptop with a small screen, every inch of screen space matters. To save some room on the Excel ribbon, you can remove text labels from your custom commands to show only icons. Here's how:

In the right part of the Customize the Ribbon window, right-click on a target custom group and select Hide Command Labels from the context menu.

Click OK to save the changes.



Notes:

You can only hide text labels for all the commands in a given custom group, not just for some of them.

You cannot hide text labels in built-in commands.

Rename ribbon tabs, groups and commands

In addition to giving your own names to custom tabs and groups that you create, Excel allows you to rename the built-in tabs and groups. However, you cannot change names of the inbuilt commands, only commands added to custom groups can be renamed.

To rename a tab, group or custom command, carry out these steps:

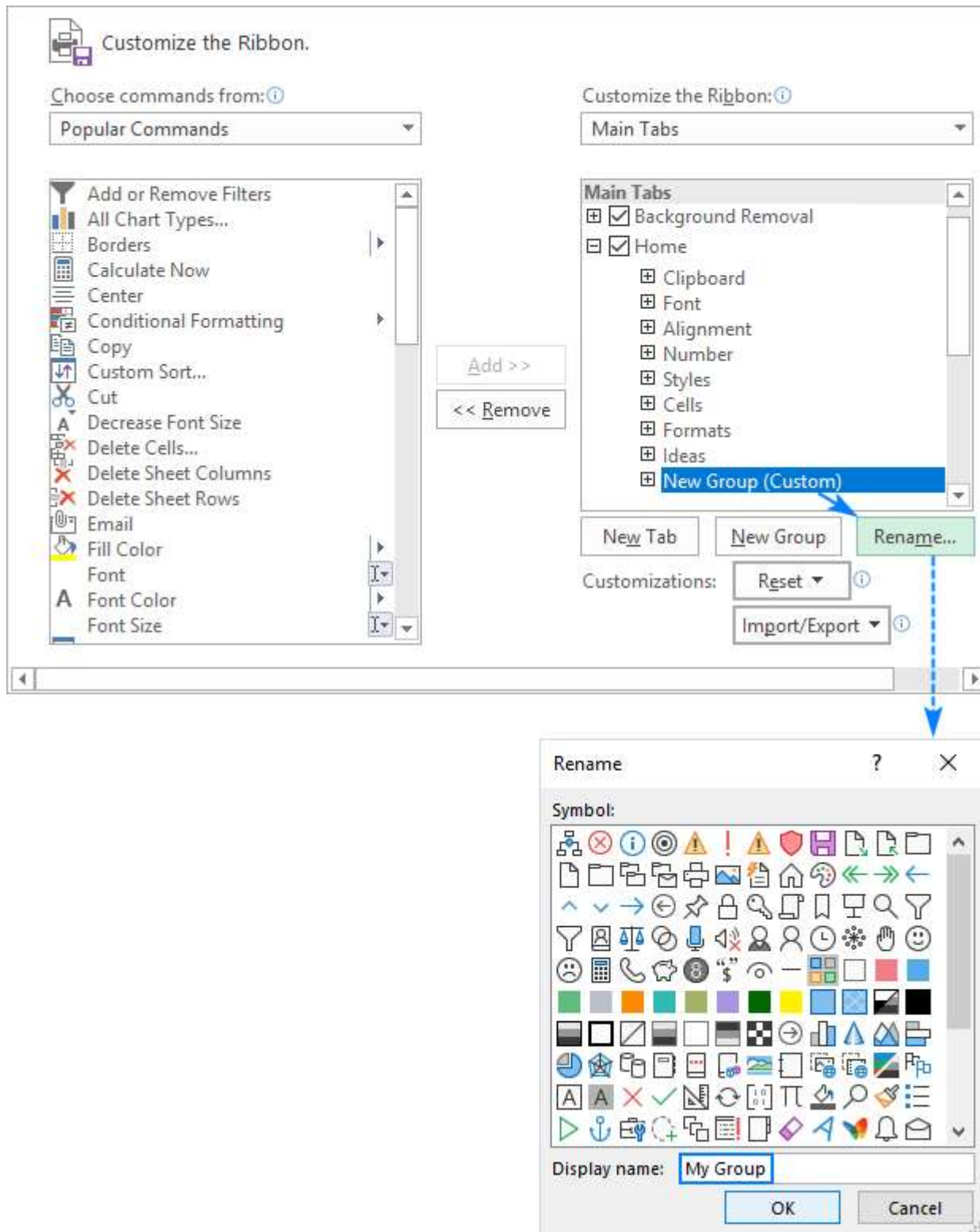
On the right side of the Customize the Ribbon window, click on the item you want to rename.

Click the Rename button below the list of tabs.

In the Display name box, type the name you want, and click OK.

Click OK to close the Excel Options window and view your changes.

For groups and commands, you can also select an icon from the Symbol box, like shown in the screenshot below:



Note. You can change the name of any custom and build-in tab, except the File tab that cannot be renamed.

Move tabs, groups and commands on the ribbon

To know exactly where everything is located on your Excel ribbon, you can put tabs and groups in the most convenient places. However, the build-in commands cannot be moved, you can only change order of commands in custom groups.

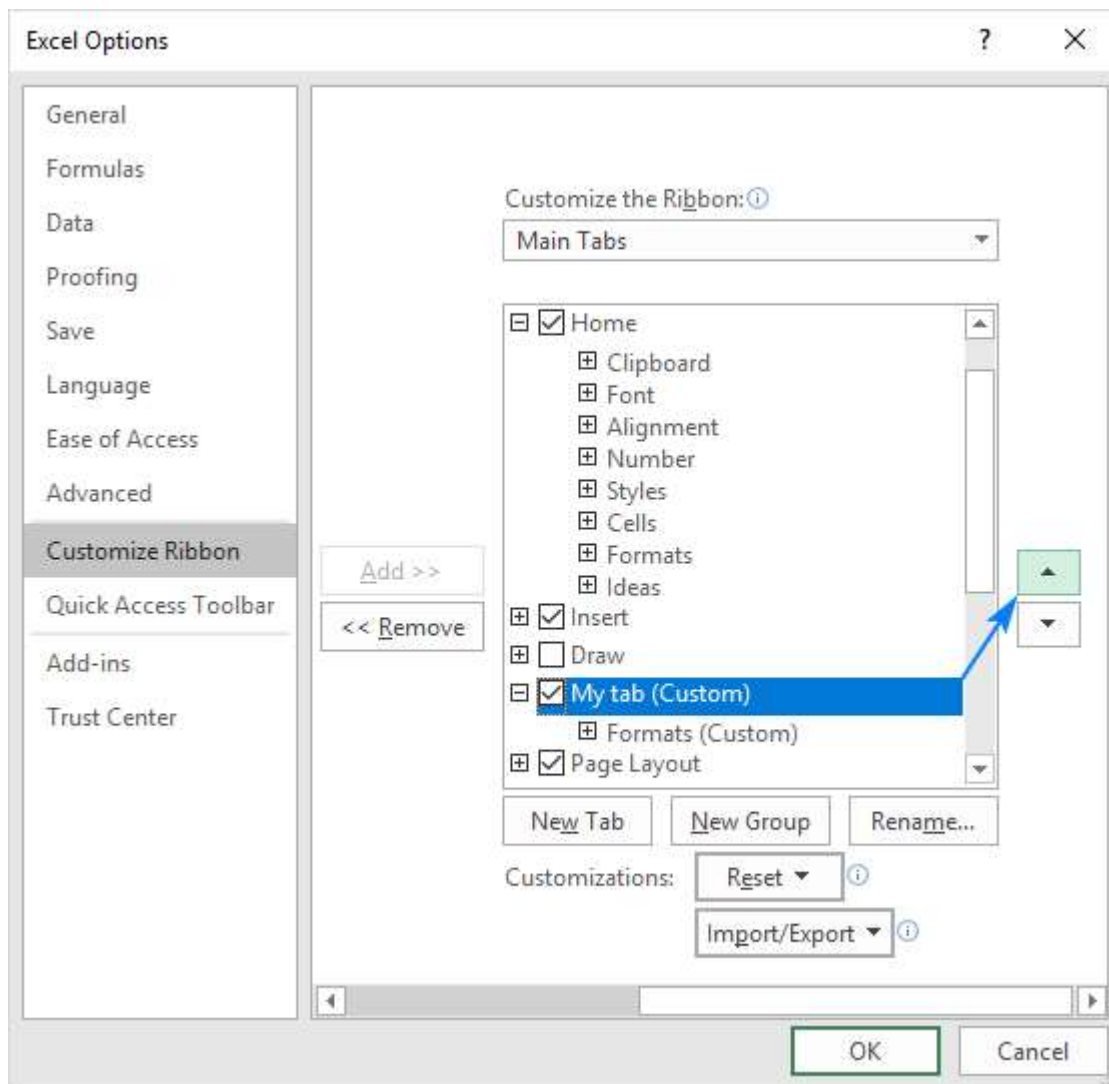
To rearrange items on the ribbon, this is what you need to do:

In the list under Customize the Ribbon, click on the tab, group, or command in a custom group that you wish to move.

Click the Up or Down arrow to move the selected item left or right on the ribbon, respectively.

When the desired order is set, click OK to save the changes.

The screenshot below shows how to move a custom tab to the left end of the ribbon.



Note. You can change the placement of any build-in tab such as Home, Insert, Formulas, Data, and others, except the File tab that cannot be moved.

Remove groups, custom tabs and commands

While you can remove both default and custom groups, only custom tabs and custom commands can be removed. The build-in tabs can be hidden; built-in commands can neither be removed nor hidden.

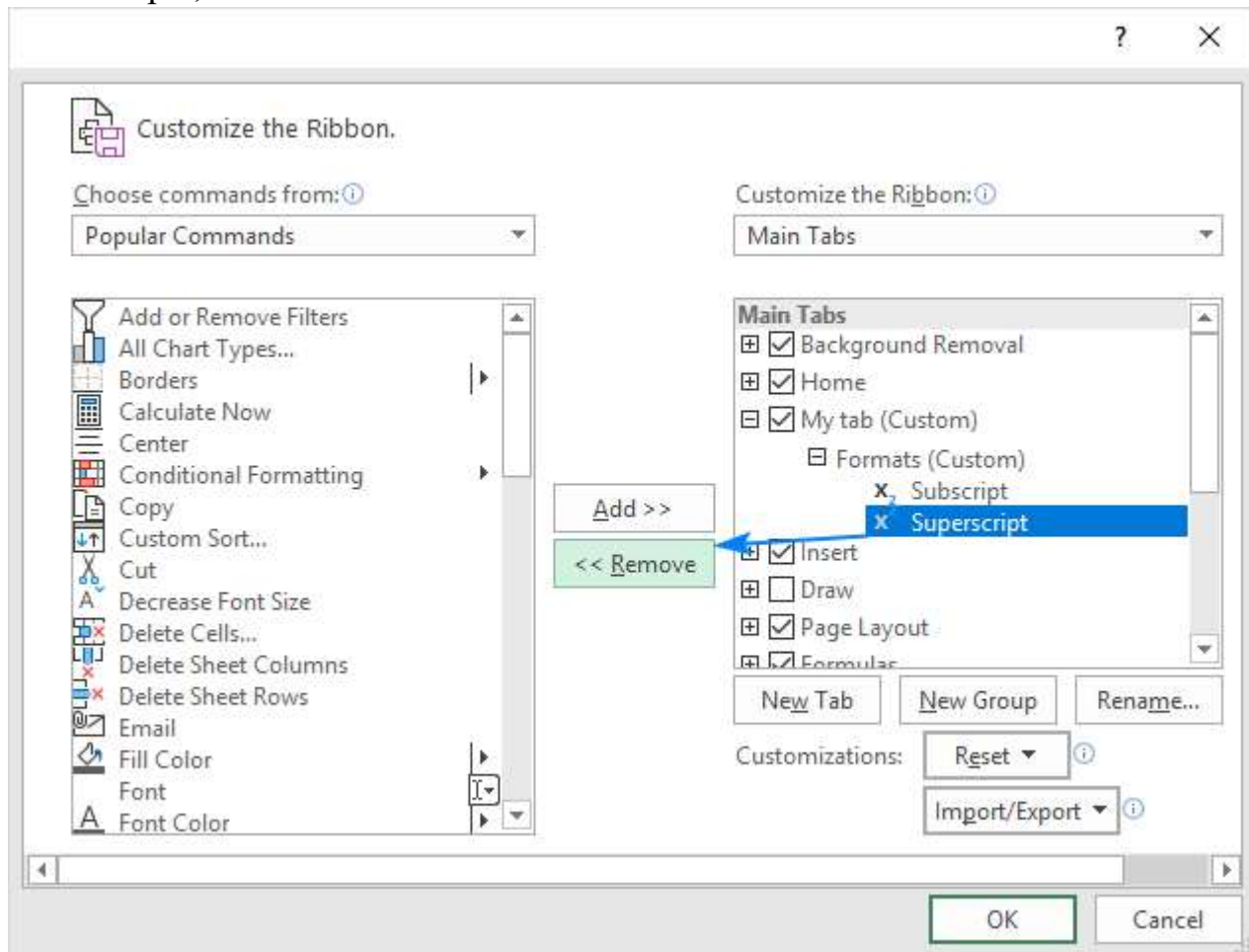
To remove a group, a custom tab or command, do the following:

In the list under Customize the Ribbon, select the item to be removed.

Click the Remove button.

Click OK to save the changes.

For example, this is how we remove a custom command from the ribbon:



Tip. It is not possible to remove a command from a built-in group. However, you can make a custom group with the commands you need, and then remove the entire built-in group.

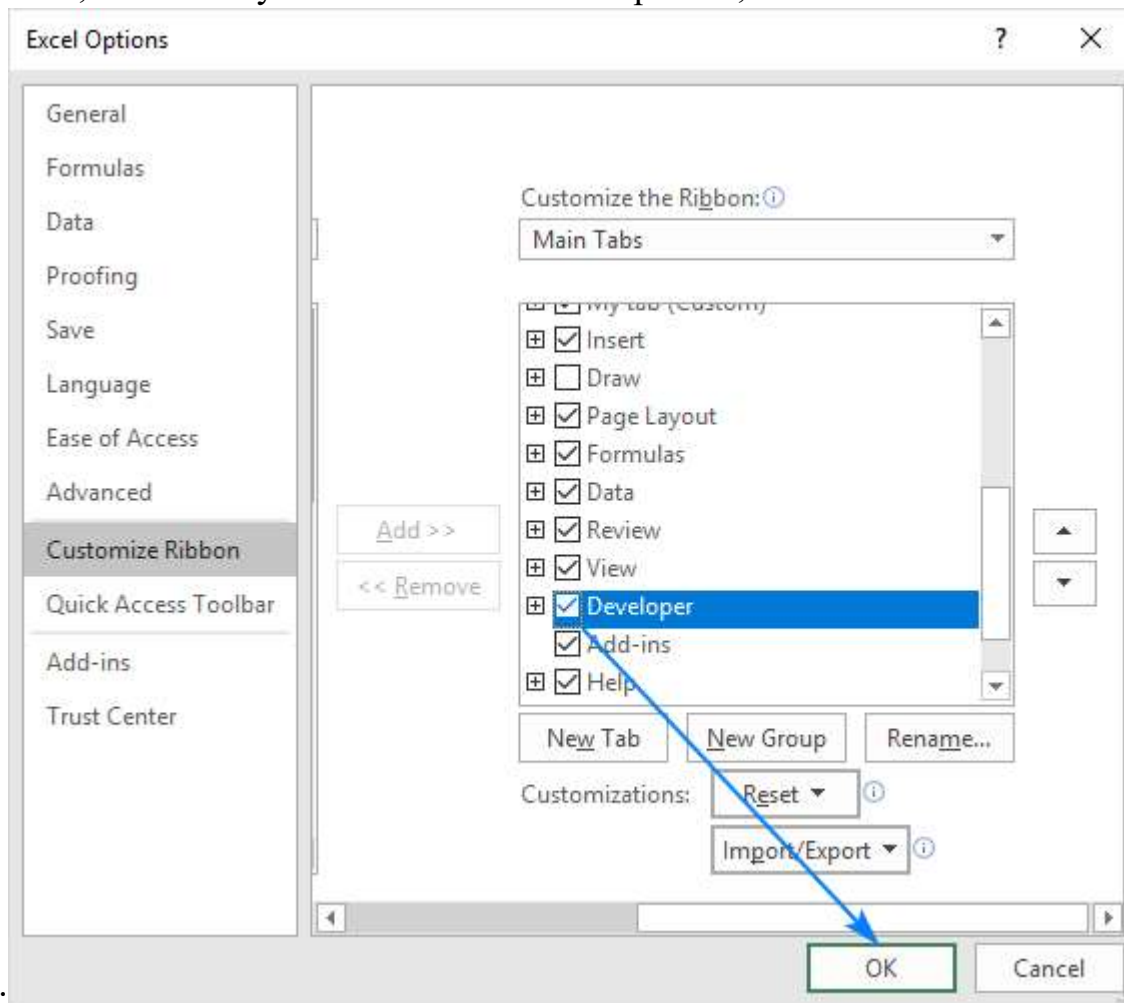
Hide and show tabs on the ribbon

If you feel the ribbon contains a couple of extra tabs that you never use, you can easily hide them from view.

To hide a ribbon tab, simply uncheck its box in the list of tabs under Customize the Ribbon, and then click OK.

To show a ribbon tab, select the box next to it, and click OK.

For instance, that's how you can show the Developer tab, which is not visible in Excel by



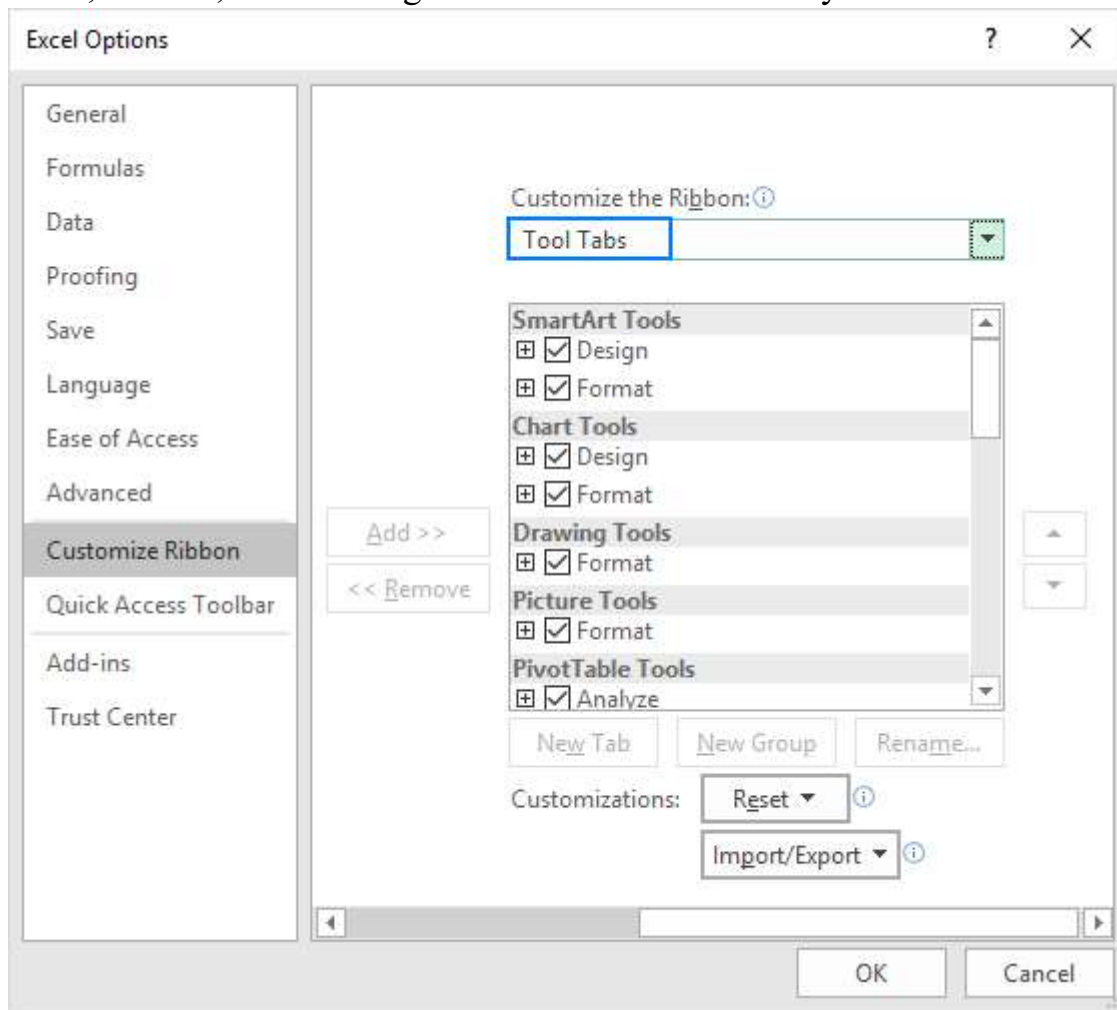
default:

Note. You can hide both custom and built-in tabs, except the File tab that cannot be hidden.

Customize contextual tabs on Excel ribbon

To personalize the contextual ribbon tabs that appear when you select a certain item such as a table, chart, graphic or shape, select Tool Tabs from the Customize the Ribbon drop-down list. This will display the full list of context-sensitive tabs available in Excel letting you hide,

show, rename, and rearrange these tabs as well as add your own buttons to them.



How to reset Excel ribbon to default settings

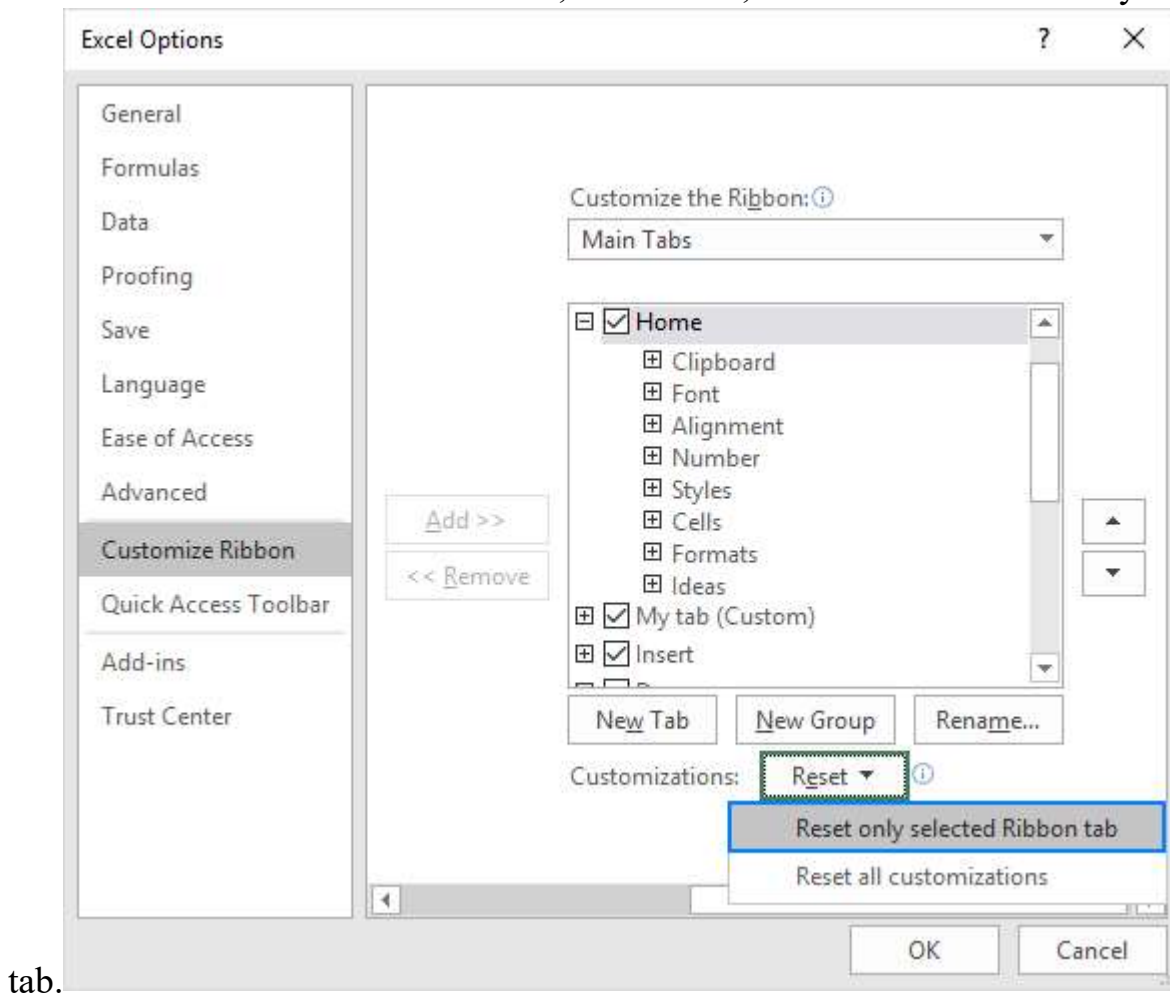
If you've made some ribbon customizations, and then want to revert to the original setup, you can reset the ribbon in the following way.

To reset the entire ribbon:

In the Customize the Ribbon window, click Reset, and then choose Reset all customizations.

To reset a specific tab:

In the Customize the Ribbon window, click Reset, and then click Reset only selected Ribbon



tab.

Notes:

When you choose to reset all tabs on the ribbon, this also reverts the Quick Access Toolbar to the default state.

You can only reset the built-in tabs to their default settings. When you reset the ribbon, all custom tabs are removed.

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

Ans -

Ctrl + B: Bold the selected text.

Ctrl + I: Italicize the selected text.

Ctrl + U: Underline the selected text.

Ctrl + Shift + >: Increase font size of the selected text.

Ctrl + Shift + <: Decrease font size of the selected text.

Ctrl + Shift + L: Apply bullet points to the selected text.

Ctrl + Shift + T: Decrease indent of the selected text.

Ctrl + Shift + Tab: Increase indent of the selected text.

Ctrl + Shift + Space: Remove paragraph formatting from the selected text.

Ctrl + 1: Apply heading 1 style to the selected text.

Ctrl + 2: Apply heading 2 style to the selected text.

Ctrl + L: Aligns the line or selected text to the left of the screen.

Ctrl + E: Aligns the line or selected text to the center of the screen.

Ctrl + R: Aligns the line or selected text to the right of the screen.

Ctrl + M: Indent the paragraph.

Ctrl + Shift + F: Change the font.

Ctrl + Shift + >: Increase selected font +1pts up to 12pt and then increases font +2pts.

Ctrl +]: Increase selected font +1pts.

Ctrl + Shift + <: Decrease selected font -1pts if 12pt or lower, if above 12 decreases font by +2pt.

Ctrl + [: Decrease selected font -1pts.

Ctrl + Shift + *: View or hide non printing characters.

Ctrl + L: Moves one word to the left.

Ctrl + R: Moves one word to the right.

Ctrl + : Moves to the beginning of the line or paragraph.

Ctrl + : Moves to the end of the paragraph.

Ctrl + Del: Deletes word to right of cursor.

Ctrl + Backspace: Deletes word to left of cursor.

Ctrl + End: Moves the cursor to the end of the document.

Ctrl + Home: Moves the cursor to the beginning of the document.

Ctrl + Spacebar: Reset highlighted text to the default font.

Ctrl + 5: 1.5-line spacing.

Ctrl + Alt + 1: Changes text to heading 1.

Ctrl + Alt + 2: Changes text to heading 2.

Ctrl + Alt + 3: Changes text to heading 3.

Alt + Shift + D: Insert the current date.

Alt + Shift + T: Insert the current time.

5. What distinguishes Excel from other analytical tools?

Ans- Excel is a popular spreadsheet application that provides a wide range of tools and functions for data analysis and presentation. It is widely used in both personal and professional settings for tasks ranging from simple budgeting to complex financial modeling.

There are several factors that distinguish Excel from other analytical tools, including:

Versatility: Excel provides a wide range of tools and functions that can be used for data analysis, from simple calculations and charting to advanced financial modeling and data visualization. This makes it an incredibly versatile tool for a wide range of users and applications.

User-friendly interface: Excel has a user-friendly interface that is easy to learn and use, even for people with limited technical skills. This makes it accessible to a wider range of users and reduces the learning curve for new users.

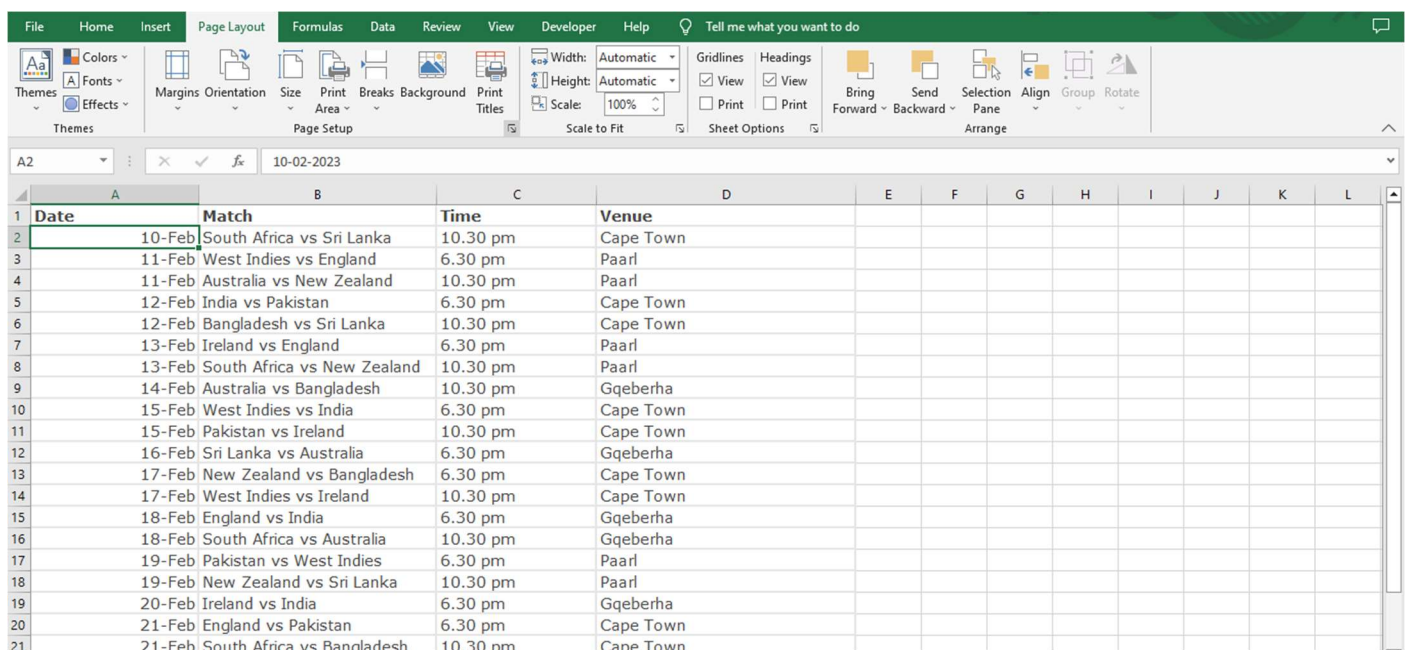
Customizability: Excel provides a high degree of customization and flexibility, allowing users to tailor the application to their specific needs and workflows. This can be done through macros, functions, and custom templates.

Integration with other tools: Excel can be easily integrated with other Microsoft Office applications, as well as with third-party tools and services. This makes it an ideal platform for integrating data from multiple sources and creating comprehensive reports.

Affordability: Excel is widely available and is typically included with Microsoft Office, making it an affordable option for individuals and businesses alike. Additionally, there are a range of free or low-cost alternatives available that provide similar functionality.

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

Ans -



The screenshot shows the Microsoft Excel interface with a table of cricket matches. The table has four columns: Date, Match, Time, and Venue. The data is organized into rows, with the first row serving as a header. The table is displayed in the 'Formulas' tab, and the 'Page Layout' tab is also visible. The table is titled '10-02-2023'.

Date	Match	Time	Venue
10-Feb	South Africa vs Sri Lanka	10.30 pm	Cape Town
11-Feb	West Indies vs England	6.30 pm	Paarl
11-Feb	Australia vs New Zealand	10.30 pm	Paarl
12-Feb	India vs Pakistan	6.30 pm	Cape Town
12-Feb	Bangladesh vs Sri Lanka	10.30 pm	Cape Town
13-Feb	Ireland vs England	6.30 pm	Paarl
13-Feb	South Africa vs New Zealand	10.30 pm	Paarl
14-Feb	Australia vs Bangladesh	10.30 pm	Gqeberha
15-Feb	West Indies vs India	6.30 pm	Cape Town
15-Feb	Pakistan vs Ireland	10.30 pm	Cape Town
16-Feb	Sri Lanka vs Australia	6.30 pm	Gqeberha
17-Feb	New Zealand vs Bangladesh	6.30 pm	Cape Town
17-Feb	West Indies vs Ireland	10.30 pm	Cape Town
18-Feb	England vs India	6.30 pm	Gqeberha
18-Feb	South Africa vs Australia	10.30 pm	Gqeberha
19-Feb	Pakistan vs West Indies	6.30 pm	Paarl
19-Feb	New Zealand vs Sri Lanka	10.30 pm	Paarl
20-Feb	Ireland vs India	6.30 pm	Gqeberha
21-Feb	England vs Pakistan	6.30 pm	Cape Town
21-Feb	South Africa vs Bangladesh	10.30 pm	Cape Town

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

Themes Colors Fonts Effects Margins Orientation Size Print Area Breaks Background Print Titles Width: Automatic Height: Automatic Scale: 100% Gridlines View Print Bring Forward Send Backward Selection Pane Align Group Rotate

Page Setup

Page Margins Header/Footer Sheet

Header: (none)

Footer: (none)

☐ Different odd and even pages
☐ Different first page
☒ Scale with document
☒ Align with page margins

Print... Print Preview Options... OK Cancel

Date	Match	Time	Location
10-Feb	Southern		
11-Feb	Wes		
11-Feb	Aust		
12-Feb	India		
12-Feb	Bang		
13-Feb	Irela		
13-Feb	Sou		
14-Feb	Aust		
15-Feb	Wes		
15-Feb	Paki		
16-Feb	Sri L		
17-Feb	New		
17-Feb	Wes		
18-Feb	Engl		
18-Feb	Sou		
19-Feb	Paki		
19-Feb	New		
20-Feb	Ireland vs India	6.30 pm	Gqeberha
21-Feb	England vs Pakistan	6.30 pm	Cape Town
21-Feb	South Africa vs Bangladesh	10.30 pm	Cape Town

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

Themes Colors Fonts Effects Margins Orientation Size Print Area Breaks Background Print Titles Width: Automatic Height: Automatic Scale: 100% Gridlines View Print Bring Forward Send Backward Selection Pane Align Group Rotate

Page Setup

Page Margins Header/Footer Sheet

Header: Sheet7

Footer: Sheet7

☐ Different odd and even pages
☐ Different first page
☒ Scale with document
☒ Align with page margins

Print... Print Preview Options... OK Cancel

Date	Match	Time	Location
10-Feb	Southern		
11-Feb	Wes		
11-Feb	Aust		
12-Feb	India		
12-Feb	Bang		
13-Feb	Irela		
13-Feb	Sou		
14-Feb	Aust		
15-Feb	Wes		
15-Feb	Paki		
16-Feb	Sri L		
17-Feb	New		
17-Feb	Wes		
18-Feb	Engl		
18-Feb	Sou		
19-Feb	Paki		
19-Feb	New		
20-Feb	Ireland vs India	6.30 pm	Gqeberha
21-Feb	England vs Pakistan	6.30 pm	Cape Town
21-Feb	South Africa vs Bangladesh	10.30 pm	Cape Town

Sheet1 Sheet2 Sheet3 Sheet4 Sheet5 Sheet7

Ready Accessibility: Investigate 100%

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

Themes Colors Fonts Effects Margins Orientation Size Print Area Breaks Background Print Titles Width: Automatic Height: Automatic Scale: 100% Gridlines View View Print Print Bring Forward Send Backward Selection Pane Align Group Rotate Arrange

Page Setup

Header

To format text: select the text, then choose the Format Text button.
To insert a page number, date, time, file path, filename, or tab name: position the insertion point in the edit box, then choose the appropriate button.
To insert picture: press the Insert Picture button. To format your picture, place the cursor in the edit box and press the Format Picture button.

Left section: Center section: Right section:

ICC WOMEN CRICKET WORLD CUP 2023

OK Cancel

19-Feb Paki
19-Feb New
20-Feb Ireland vs India 6.30 pm Gqeberha
21-Feb England vs Pakistan 6.30 pm Cape Town
21-Feb South Africa vs Bangladesh 10.30 pm Cape Town

Sheet1 Sheet2 Sheet3 Sheet4 Sheet5 Sheet7

Ready Accessibility: Investigate

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

Themes Colors Fonts Effects Margins Orientation Size Print Area Breaks Background Print Titles Width: Automatic Height: Automatic Scale: 100% Gridlines View View Print Print Bring Forward Send Backward Selection Pane Align Group Rotate Arrange

Page Setup

Footer

To format text: select the text, then choose the Format Text button.
To insert a page number, date, time, file path, filename, or tab name: position the insertion point in the edit box, then choose the appropriate button.
To insert picture: press the Insert Picture button. To format your picture, place the cursor in the edit box and press the Format Picture button.

Left section: Center section: Right section:

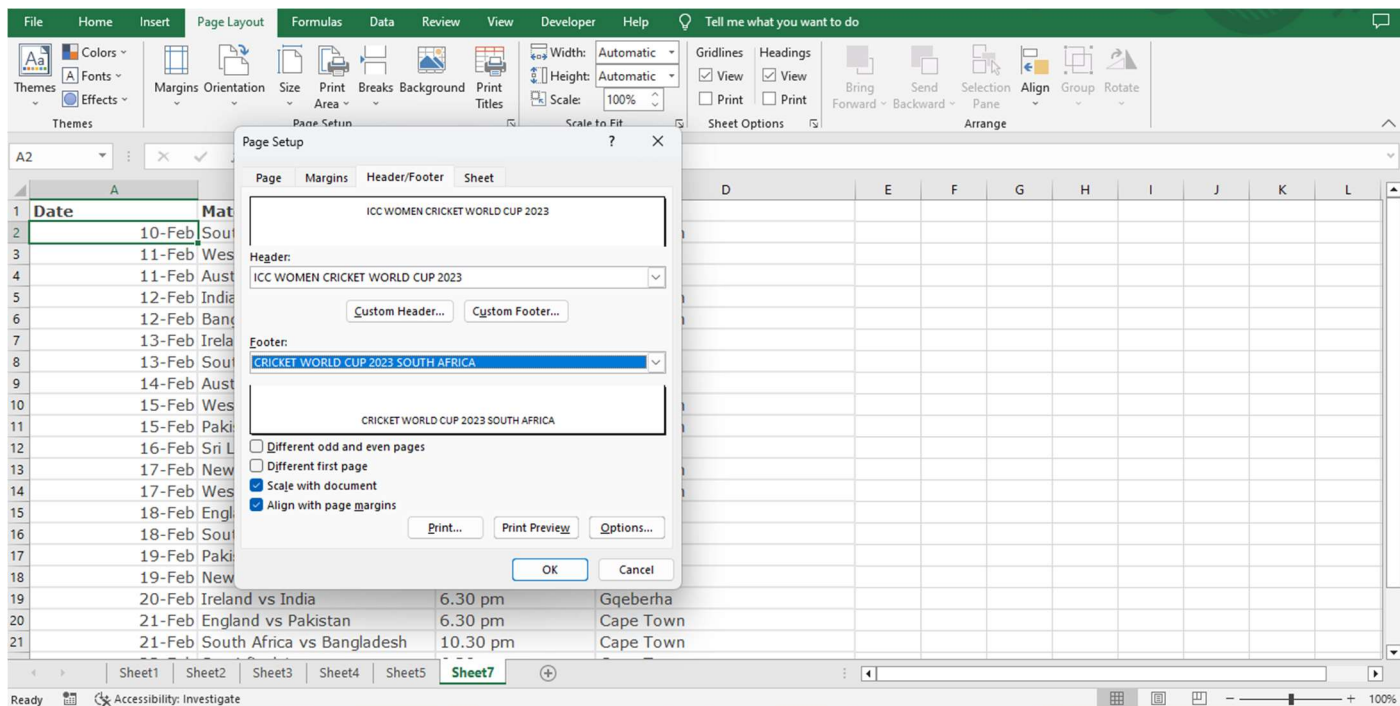
CRICKET WORLD CUP 2023 SOUTH AFRICA

OK Cancel

19-Feb Paki
19-Feb New
20-Feb Ireland vs India 6.30 pm Gqeberha
21-Feb England vs Pakistan 6.30 pm Cape Town
21-Feb South Africa vs Bangladesh 10.30 pm Cape Town

Sheet1 Sheet2 Sheet3 Sheet4 Sheet5 Sheet7

Ready Accessibility: Investigate



ICC WOMEN CRICKET WORLD CUP 2023

Match	Time
South Africa vs Sri Lanka	10.30 pm
West Indies vs England	6.30 pm
Australia vs New Zealand	10.30 pm
India vs Pakistan	6.30 pm
Bangladesh vs Sri Lanka	10.30 pm
Ireland vs England	6.30 pm
South Africa vs New Zealand	10.30 pm
Australia vs Bangladesh	10.30 pm
West Indies vs India	6.30 pm
Pakistan vs Ireland	10.30 pm
Sri Lanka vs Australia	6.30 pm
New Zealand vs Bangladesh	6.30 pm
West Indies vs Ireland	10.30 pm
England vs India	6.30 pm
South Africa vs Australia	10.30 pm
Pakistan vs West Indies	6.30 pm
New Zealand vs Sri Lanka	10.30 pm
Ireland vs India	6.30 pm
England vs Pakistan	6.30 pm
South Africa vs Bangladesh	10.30 pm
Semi-final 1	6.30 pm
Semi-final 2	6.30 pm
Final	6.30 pm