

## Advance Excel Assignment 6

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

1. Quick Access Toolbar
2. File Tab
3. Title Bar
4. Control Buttons
5. Menu Bar
6. Ribbon/Toolbar
7. Dialog Box Launcher
8. Name Box
9. Formula Bar
10. Scroll Bars
11. Spreadsheet Area
12. Leaf Bar
13. Column Bar
14. Row Bar Cells
15. Cells
16. Status Bar
17. View Buttons
18. Zoom control

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

1. Business Analysis
2. People Management
3. Managing Operations
4. Performance Reporting
5. Office Administration
6. Strategic Analysis
7. Project Management
8. Managing Programs
9. Contract Administration
10. Account 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.**

Following Steps were followed to create custom ribbon:

1. Right-click on the ribbon and select Customize the Ribbon
2. In the Customize the Ribbon window, under the list of tabs, click the New Tab button.
3. 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.

4. When done, click OK to save the changes. Save the custom ribbon tab.
5. 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. Custom ribbon tab in Excel.
6. In the right part of the Customize the Ribbon window, select the tab to which you'd like to add a new group.
7. 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.
8. To rename your custom group, select it, click the Rename button, type the desired name, and click OK.
9. 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.
10. In the list of commands on the left, click the command you want to add.
11. Click the Add button.
12. Click OK to save the changes.

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

The worst thing about other expensive applications is they do not deliver results at times. Startups or small business owners might find it difficult to manage this software. In case they are stuck, clear instructions are mentioned on the tab. Hence, even if we are not well versed in the technology, we can still use this application.

#### **5. What distinguishes Excel from other analytical tools?**

To create a table:

1. Select a cell within your data.
2. Select Home > Format as Table.
3. Choose a style for your table.
4. In the Format as Table dialog box, set your cell range.
5. Mark if your table has headers.
6. Select OK.

To add custom header & footers in excel:

1. Click the worksheet where you want to add or change headers or footers.
2. On the Insert tab, in the Text group, click Header & Footer.
3. Excel displays the worksheet in Page Layout view. ,
4. To add or edit a header or footer, click the left, center, or right header or footer text box at the top or the bottom of the worksheet page (under Header, or above Footer).
5. Type the new header or footer text.

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

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File Home Insert Page Layout Formulas Data Review View Automate Help

Clipboard Font Alignment Number Styles Cells Editing Analysis

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| Account_id | District_id | Frequency        | Date       | Account_type    | Card_Assigned |
|------------|-------------|------------------|------------|-----------------|---------------|
| 1573       | 63          | MONTHLY ISSUANCE | 12/29/2020 | Savings account | Silver        |
| 3276       | 1           | MONTHLY ISSUANCE | 12/29/2020 | Salary account  | Silver        |
| 124        | 55          | MONTHLY ISSUANCE | 12/28/2020 | Salary account  | Silver        |
| 3958       | 59          | MONTHLY ISSUANCE | 12/28/2020 | NRI account     | Silver        |
| 777        | 30          | MONTHLY ISSUANCE | 12/28/2020 | Savings account | Silver        |
| 3025       | 25          | MONTHLY ISSUANCE | 12/27/2020 | Salary account  | Silver        |
| 906        | 59          | MONTHLY ISSUANCE | 12/27/2020 | NRI account     | Silver        |
| 845        | 14          | MONTHLY ISSUANCE | 12/27/2020 | Savings account | Silver        |
| 3048       | 74          | WEEKLY ISSUANCE  | 12/26/2020 | Salary account  | Diamond       |
| FOOTER     |             |                  |            |                 | 9             |

Sheet1

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