

# Excel Assignment - 6

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

Ans-

## *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-Applications of excel are as follows:

- Data Entry and Storage
- Performing Calculations
- Data Analysis and Interpretation
- Reporting and Visualizations
- Accounting and Budgeting
- Collection and Verification of Business Data

- Calendars and Schedules
- Administrative and Managerial Duties
- Forecasting
- Automating Repetitive Tasks

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.

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

Ans- **Ctrl+Shift+A** → Format all letters as capitals.

**Ctrl+B** → Applies or removes bold formatting.

**Ctrl+I** → Applies or removes italic formatting.

**Ctrl+=** → Apply subscript formatting (automatic spacing).

5. What distinguishes Excel from other analytical tools?

Ans- One of the major advantages MS Excel spreadsheet software is its flexibility feature. This feature allows the user to define the structure of information they need to manage with ease, and this spreadsheet software is very easy to use and even a novice user can use this software. You could combine the information from different files and documents to Excel. It puts

more emphasis to marketing material and business reports.

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

Ans-

The screenshot shows an Excel spreadsheet with a table titled "MOBILE SALES REPORT". The table is located in the range A1:G10. The columns are labeled "MOBILE MODELS", "01-Feb", "02-Feb", "03-Feb", "04-Feb", "05-Feb", and "06-Feb". The rows list the following mobile models and their sales figures:

MOBILE MODELS	01-Feb	02-Feb	03-Feb	04-Feb	05-Feb	06-Feb
LG	92	71	56	78	104	37
SAMSUNG	30	41	72	70	34	47
NOKIA	83	100	78	88	28	38
LENOVO	58	123	121	125	57	123
REALMI	29	32	32	87	85	48
APPLE	114	106	46	75	34	91
DELL	51	49	40	64	81	56
MICROMAX	125	93	111	45	73	47
NOKIA	51	91	115	113	79	65

The footer of the spreadsheet shows the page number "12" and "Page No:1".