

**Excel Assignment - 6**

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

:-

|  |  |
| --- | --- |
| Ribbon Tabs | Ribbon Tab is a tab that organizes commands by topic |
| The Ribbon | Commands underneath the Tabs |
| Ribbon Groups | Grouping of related commands |
| Dialog Box Launcher | Opens a dialog box that includes additional commands |
| Quick Access Toolbar | One click access to any frequently used command |
| Name Box | Displays cell location and can be used to navigate to a cell location |
| Select All Button | Selects all the cells in a worksheet |
| Formula Bar | View, enter, or edit cell contents |
| Insert Function Button | Displays Insert Function dialog box |
| Scroll Bars | Used to navigate up, down, left & right |
| Zoom Slider | Zoom into an area of the worksheet |
| View Buttons | Switch between Normal, Page Layout and Page Break Preview views |
| Worksheet tabs | Tabs used to select individual worksheets |
| The Workspace | The area inside of the columns and rows used in Excel |
| Columns | Columns use letters |
| Rows | Rows use numbers |

1. 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

1. 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.
2. Make a list of different shortcut keys that are only connected to formatting with their functions.

**Alt + F:**File menu options in current program.

**Alt + E:**Edit options in current program

**F1:**Universal Help in almost every Windows program.

**Ctrl + A:** Select all text.

**Ctrl + X:**Cut

**Shift + Del:**Cut selected item.

**Ctrl + C:**Copy selected item.

**Ctrl + Ins:**Copy selected item.

**Ctrl + V:**Paste selected item.

**Shift + Ins:**Paste.

**Home:**Goes to beginning of current line.

**Ctrl + Home:**Goes to beginning of document.

**End:**Goes to end of current line.

**Ctrl + End:**Goes to end of document.

**Shift + Home:**Highlights from current position to beginning of line.

**Shift + End:**Highlights from current position to end of line.

**Ctrl + Left arrow:**Moves one word to the left at a time.

**Ctrl + Right arrow:**Moves one word to the right at a time.

5.

What distinguishes Excel from other analytical tools?

It provides different color shades, font types to format the spreadsheet and differentiate between rows and columns. It is good to present useful presenting information such as balance, tax profit etc.

One of the reasons Excel is so popular is because it is jam-packed with features and functions that can be used to clean, aggregate, pivot, and graph data. In this article, we'll go over the 10 features and functions for using data analysis in Excel I think every analyst needs to know: Pivot tables and pivot charts.

6.

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

