

Assignment 6, 7

1. Various elements of excel interface are as follows:

Quick access toolbar: It is a customisable toolbar which holds commonly used commands.

Ribbon: This is a main location for excel commands.

Name box: This field displays the name of selected cell, range or objects.

Formula Quick menu: This can be seen beside the name box in excel. It is a shortcut when you want to insert a function.

Formula Bar: when we enter information or formula into a cell, it appears in this line.

Status bar: It displays various information about the current mode of the workbook. It can be seen in the bottom left side of the excel window.

Worksheet view options: The Worksheet View Options lets us choose which of the 3 worksheet views we want (Normal, Page Layout, or Page Break Preview).

By default, the worksheet view is set to Normal.

Zoom control: It helps us zoom in and zoom out the worksheet.

Column letters and Row numbers

Title bar: It displays the name of the current workbook.

2. Various applications of excel in the industry are:

Data Entry

Data management

Data analysis

Financial analysis

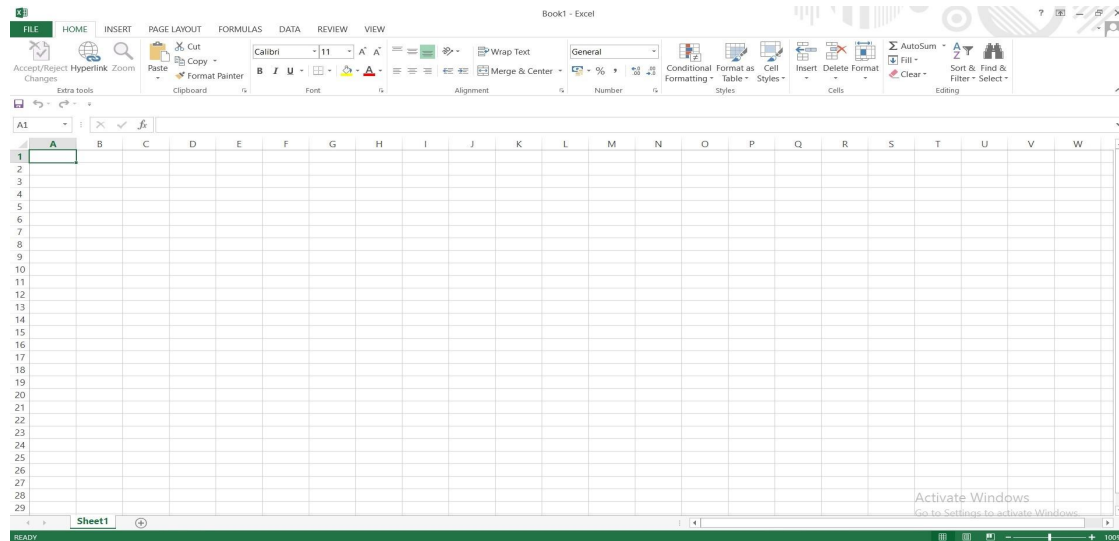
Charting and graphing

Time management etc

3. Steps to make a new tab in the ribbon:

Go to file > options > customize ribbon and then add a new group in the main tab and to add commands select commands and click add. When done, click OK.

On the screenshot below, you can see that on the top right corner of excel we have created a new tab named extra tools and added commands like hyperlinks, accept or reject changes, and zoom by following the above steps.



4. List of different shortcut keys that are only connected to formatting are:

All capital letters: CTRL+SHIFT+A

Bold: CTRL+B

Decrease font size: CTRL+SHIFT+<

Increase font size: CTRL+SHIFT+>

Double underline: CTRL+SHIFT+D

Underline: CTRL+U

Underline words, not spaces: CTRL+SHIFT+W

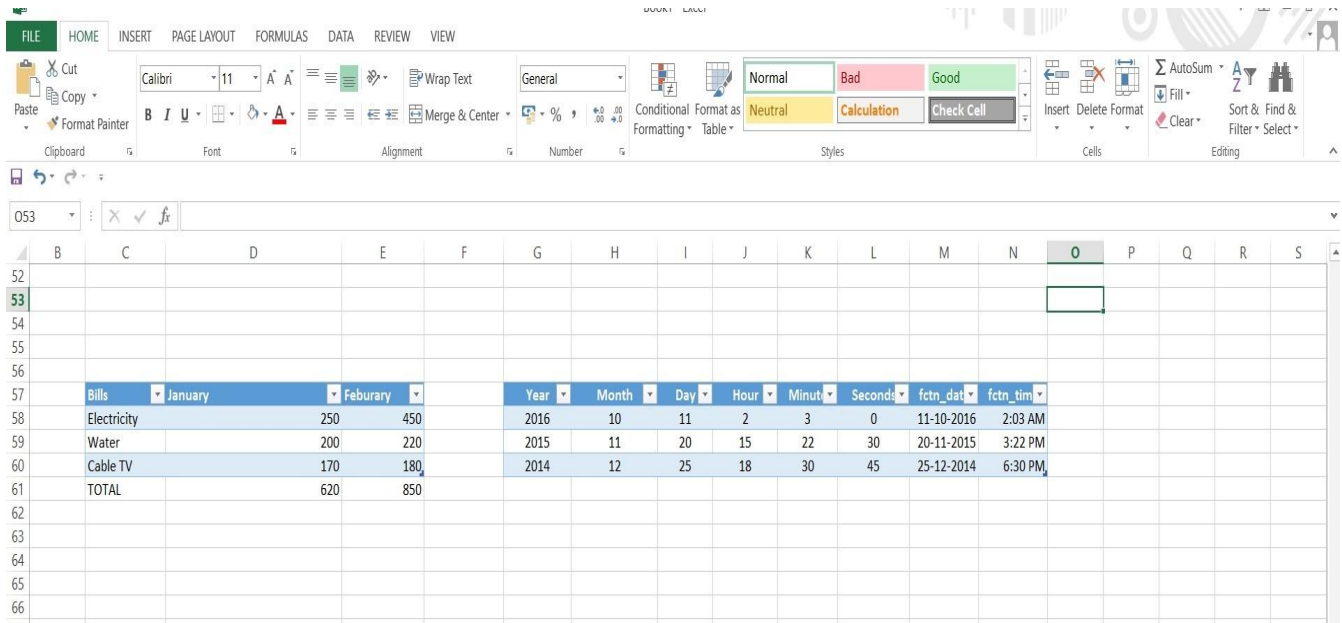
5. Things that distinguish Excel from other analytical tools is its ease of use and low barrier entry. Also excel is all in one tool through which we can import, explore, clean, analyze and visualize our data all in one application.

6. To add a custom header and footer to our table in excel, first create a table, then go to insert and select header and footer on selecting that we'll get a design tab using which we can customize our table with header and footer.

Under the design tab we can see header and footer elements which includes page number, number of pages, current date and time, file path, file name and so on.

Assignment 7:

1. The below shown image shows us an example of using functions like AutoSum and Date & Time on a table.



The screenshot shows the Microsoft Excel interface with the following table data:

Bills	January	February	Year	Month	Day	Hour	Minute	Second	fctn_dat	fctn_tim
Electricity	250	450	2016	10	11	2	3	0	11-10-2016	2:03 AM
Water	200	220	2015	11	20	15	22	30	20-11-2015	3:22 PM
Cable TV	170	180	2014	12	25	18	30	45	25-12-2014	6:30 PM
TOTAL	620	850								

2. Different ways to select columns and rows:

Click on any cell in the column and then press Ctrl + Space to select a particular column entirely

Click on any cell in the row and then press Shift + Space to select a particular row entirely.

To select non-adjacent rows and columns, hold Ctrl and select the row and column number.

3. AutoFit is a feature in excel that lets us easily change the size of one or more columns or rows on a spreadsheet. It makes sure that all the data in every cell group is clearly visible.

4. To insert new rows and columns into the existing table, select the cell from the table where you want to insert a row or column then right click, point to insert and select 'table row above' to insert row and to insert a new column select 'table column to the left'.

6. Below image shows us the use of different Autosum functions i.e., Sum, Average, Count, Min, Max etc.

[illegible]

