Excel Assignment - 6

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

Ans:

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

1. Quick Access Toolbar

This toolbar is located in the upper left corner of the screen. Its objective is to show the most frequently used Excel commands. We can customize this toolbar based on our preferred commands.

2. File Tab

Excel 2007's Office button has been replaced by the File tab. We can click it to check the Backstage view, where we can open or save files, create new sheets, print sheets, and perform other file-related operations.

3. Title Bar

The title bar of the spreadsheet is at the top of the window. It displays the active document's name.

4. Control Buttons

Control buttons are the symbols that are present in the upper-right side of the window, enabling us to change the labels, minimize, maximize, share, and close the sheet.

5. Menu Bar

Under the diskette or save icon or the excel icon (this will depend on the version of the program), labels or bars which enable changing the sheet which is shown. These are the menu bar and contain a File, Insert, Page Layout, Formulas, Data, Review, View, Help, and a Search Bar with a light bulb icon. These menus are divided into subcategories which simplify the distribution of information and analysis of calculations.

6. Ribbon/Toolbar

Each menu bar contains several different elements. On the selection of the menu, a sequence of
command options/icons will show on a ribbon. For example, if we select the "Home" tab, we will see cut, copy, paste, bold, italic, underline, and more commands. In the same way; we can click on the "Insert" tab, we will see tables, illustrations, additional, recommended graphics, graphics maps, among others. On the other hand, if we select
the "Formulas" option. Insert functions, auto sum recently used, finances, logic, text, time, date, etc.
Ribbon/Toolbar is a set of commands organized into three sections.
Tabs
They are the Ribbon's top part, and they include groups of related commands. Ribbon tabs include Home, Insert, Page Layout, Formula, Data.
Groups
They organize related commands; the name of each group is displayed below the Ribbon. For example, a set of commands related to fonts or a group of commands related to alignment, etc.

Commands

They appear within each group, as previously stated.

7. Dialog Box Launcher

Dialog box launcher is a very little down arrow that is present in the lower-right corner of a command group on the Ribbon. By clicking on this arrow, we can explore more options related to the concerned group.

8. Name box

Show the location of the active cell, row, or column. We have the option of selecting multiple options.

9. Formula Bar

Formula bar permits us to observe, insert or edit the information/formula entered in the active cell.

10. Scrollbars

Scrollbars are the tools that enable us to move the document's vertical and horizontal views. We can activate this by clicking on the platform's internal bar or the arrows we have on the sides. Additionally, we can use the mouse wheel in order to automatically scroll up or down: or use the directional keys.

11. Spreadsheet Area

It is the place where we enter our data. It includes all the rows, cells, columns, and built-in data in the spreadsheet. We can use shortcuts to perform toolbar activities or formulas of arithmetic operations (add, subtract, multiply, etc.). The insertion point is the blinking vertical bar known as the "cursor." It specifies the insertion location of the typing.

12. Leaf Bar

Leaf bar is present at the bottom of the spreadsheet, which says sheet1 is shown. This sheet bar describes the spreadsheet which is currently being worked on. Using this, we can alternate a number of sheets or add a new one as per our convenience.

13. Columns Bar

Columns are a vertically ordered series of boxes across the full sheet. This column bar is located below the formula bar. The

letters of the alphabet are used to label the columns. Begin with the letter A to Z, and then after Z, it will continue as AA, AB, and so on. The number of columns that can be used is limited to 16,384.

14. Rows Bar

The row bar is the left part of the sheet where a sequence of numbers is expressed. Begin with number one (1), and further rows will be added as we move the pointer down. There are a total of 1,048,576 rows available.

15. Cells

Cells are those parallelepipeds that divide the spreadsheet into many pieces, separating rows and columns. A spreadsheet's first cell is represented by the first letter of the alphabet and the number one (A1).

16. Status Bar

The status bar is present at the bottom of the window that displays critical information. It also indicates whether something is incorrect or whether the document is ready to be printed or delivered.

This shows the result of the selected digits such as sum, average, count, maximum, minimum, etc.

By right-clicking on the status bar, we can configure the status bar. Any command from the specified list can be added or removed.

17. View Buttons

View buttons are a set of three buttons arranged at the left of the Zoom control, close the screen's right-bottom corner. We can see three different kinds of sheet views in Excel using this method.

Normal View: - Normal view displays the Excel page in normal view.

Page Layout View: - The Page Layout view shows the precise layout of an Excel page it will be printed.

Page Break View: - This displays page break preview before printing.

18. Zoom Control

The zoom control is present at the lower-right side of the window. It enables us to ZOOM-IN or ZOOM-OUT a specific area of the spreadsheet. It is represented by magnifying icons with the symbols of maximizing (+) or minimizing (-).

The various modern versions contain a segment with the icons of more and less, as well as an element that separates the two alternatives, which permits us to manipulate them by clicking on any of these.

On the other side, it also explains in percentage how many times the document has been moved or approached. Microsoft Excel 2019 enables us to zoom out up to 10% and zoom up to 400%.

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

To the average person, Excel is a number-crunching program, used to track household expenses or calculate complex formulas for school homework.

However, the use of excel is capable of so much more and can be an incredibly powerful tool for businesses.
Here are a few of the ways that businesses utilize Excel in the workplace.

1. DATA ENTRY AND STORAGE
2. COLLECTION AND VERIFICATION OF BUSINESS DATA
3. ADMINISTRATIVE AND MANAGERIAL DUTIES
4. ACCOUNTING AND BUDGETING
5. DATA ANALYSIS
6. REPORTING + VISUALIZATIONS
7. FORECASTING

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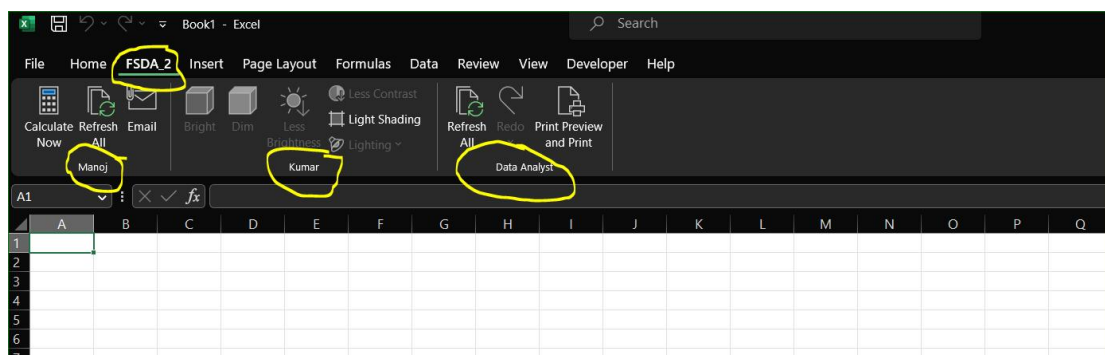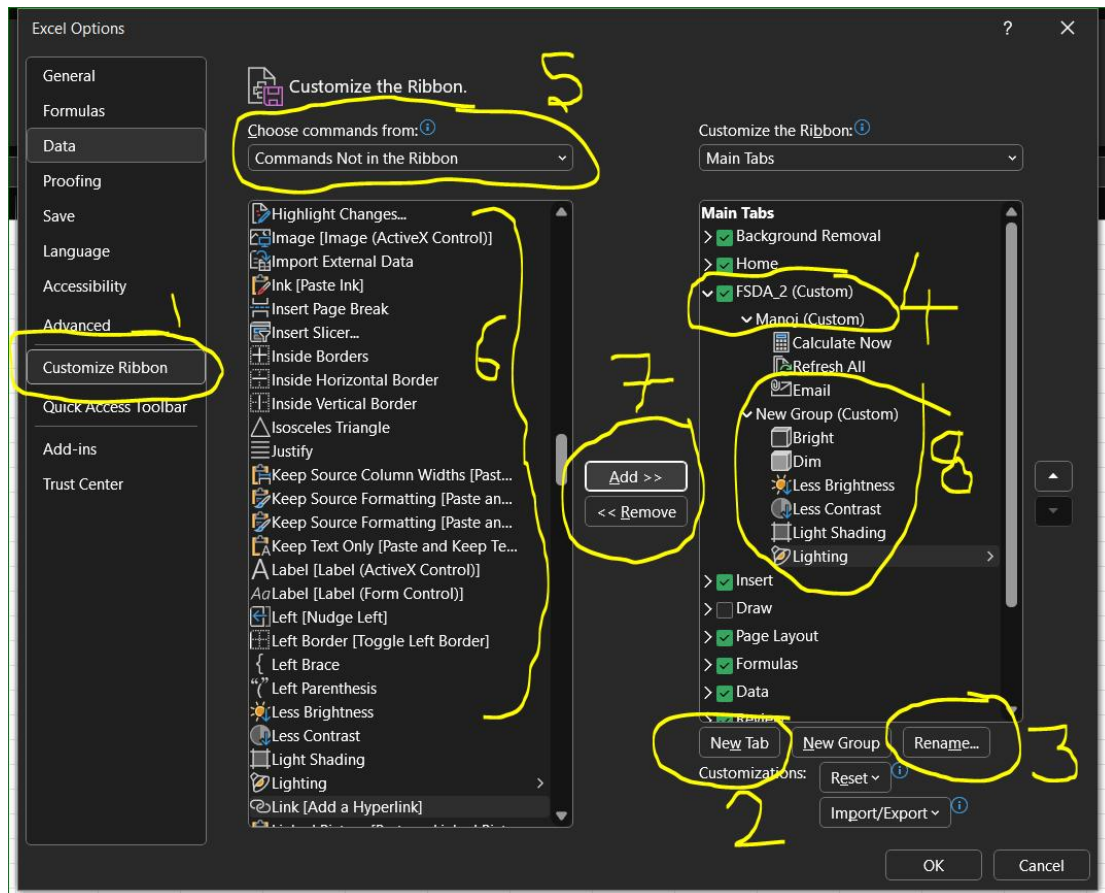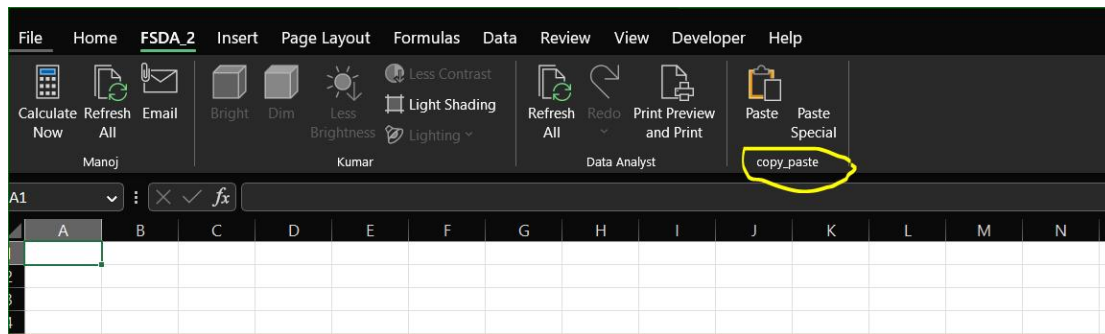
4.Make a list of different shortcut keys that are only connected to formatting with their functions.
Ans:

1) Ctrl + Shift + ~ Apply general format.
2) Ctrl + Shift + $ Apply currency format.
3) Ctrl + Shift + % Apply percent format.
4) Ctrl + Shift + ^ Apply scientific format.
5) Ctrl + Shift + # Apply date format.
6) Ctrl + Shift + @ Apply time format.
7) Ctrl + Shift + ! Apply number format.
8) Ctrl + 1 Open the Format Cells dialog box.
9) Ctrl + B Apply or remove bold format.
10) Ctrl + I Apply or remove italic format.
11) Ctrl + U Apply or remove underline format.
12) Ctrl + 5 Apply or remove strike format.

5.What distinguishes Excel from other analytical tools?
Ans

Excel is a widely used analytical tool that offers many features that set it apart from other analytical tools. Here are some of the key features that set Excel apart from other analytical tools:

Familiarity and ease of use: Excel is a familiar and easy-to-use tool that is widely used in many industries. Many people have already used Excel in their personal or professional lives, so they have some level of familiarity with it. This makes it easy to

learn and use for many people, even those who are not experienced analysts.

Versatility: Excel is a versatile tool that can be used for a wide range of tasks, from simple data entry to complex data analysis. Excel offers many features that can be used to manipulate, analyze, and visualize data, making it a valuable tool for many different industries.

Customization: Excel offers a high degree of customization, allowing users to create their own formulas, macros, and add-ins. This allows users to customize Excel to their specific needs and automate repetitive tasks, which can save time and improve accuracy.

Facilitation: Excel is widely available and accessible, and many organizations use it as their primary analytical tool. This means it's easy to share and collaborate on Excel files with others, which can improve communication and decision-making.

Integration: Excel can be integrated with other analytical tools such as Power BI, Tableau or Python to extend its capabilities and provide more advanced analytical functions. This makes it a versatile and flexible tool that can be customized to meet the specific needs of individual users and organizations.

All in all, familiarity with Excel, its versatility, customization options, ease of access, and integration make it a popular and powerful analytical tool.

6. Create a table and add a custom header and footer to your table.
Ans: I have created a Header and Footer to a sample dataset as shown below
Steps:

1. Select Page Layout
2. Click on the "Page Setup" Dialog launcher
3. From Page setup window select "Header/Footer" and customize the Header and Footer accordingly

Sales Person	Geography	Product	Date	Amount	Boxes
Dennison Crosswaite	UK	Almond Choco	01-01-2021	$2,037	422
Kelci Walkden	India	Almond Choco	01-01-2021	$6,160	126
Gigi Bohling	Canada	Caramel Stuffed Bars	01-01-2021	$1,442	200
Madelene Upcott	India	Eclairs	01-01-2021	$6,979	252
Oby Sorrel	USA	Manuka Honey Choco	01-01-2021	$966	71
Brien Boise	USA	After Nines	01-01-2021	$7,924	124
Jan Morforth	New Zealand	Spicy Special Slims	01-01-2021	$2,996	88
Marney O'Breen	USA	85% Dark Bars	01-01-2021	$1,981	471
Gigi Bohling	Canada	Eclairs	01-01-2021	$1,456	10
Andria Kimpton	USA	White Choc	01-01-2021	$5,257	577
Kelci Walkden	Australia	Smooth Sliky Salty	01-01-2021	$4,767	189
Barr Faughny	Canada	White Choc	01-01-2021	$4,718	67
Barr Faughny	UK	Orange Choco	01-01-2021	$9,303	82
Barr Faughny	USA	Mint Chip Choco	01-01-2021	$14	1
Husein Augar	UK	Caramel Stuffed Bars	01-01-2021	$7,518	9
Barr Faughny	Canada	Eclairs	01-01-2021	$7,651	288
Ches Bonnell	USA	Eclairs	01-01-2021	$2,359	125
Jan Morforth	Canada	85% Dark Bars	01-01-2021	$70	396

File   Home   FSDA_2   Insert   Page Layout   Formulas   Data   Review   View   Developer   Help

Page Setup

Page   Margins   Header/Footer   Sheet

Stalwart Pvt Ltd.   Sales Dataset   Page 1 of 1
Shanthinagar, Hyderabad.

Header:
Stalwart Pvt Ltd,Shanthinagar,Hyderabad., Sales Dataset, Page 1 of 1

Custom Header...   Custom Footer...

Footer:
Created on 22:1208-05-2023, 1, For office use only

Created on 22:1208-05-2023   1   For office use only

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

Print...   Print Preview   Options...

OK   Cancel

Header

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:

Stalwart Pvt Ltd,   Sales Dataset   Page 1 of 1
Shanthinagar, Hyderabad.

OK   Cancel

Sales Person
Dennison Crosswaite
Kelci Walkden
Gigi Bohling
Madelene Upcott
Oby Sorrel
Brien Boise
Jan Morforth
Marney O'Breen
Gigi Bohling
Andria Kimpton
Kelci Walkden
Barr Faughny
Barr Faughny
Barr Faughny
Husein Augar
Barr Faughny
Ches Bonnell
Jan Morforth   Canada   85% Dark Bars   01-01-2021 $70   396

Footer

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:

Created on &[Time]&[Date]   &[Page]   For office use only

OK   Cancel