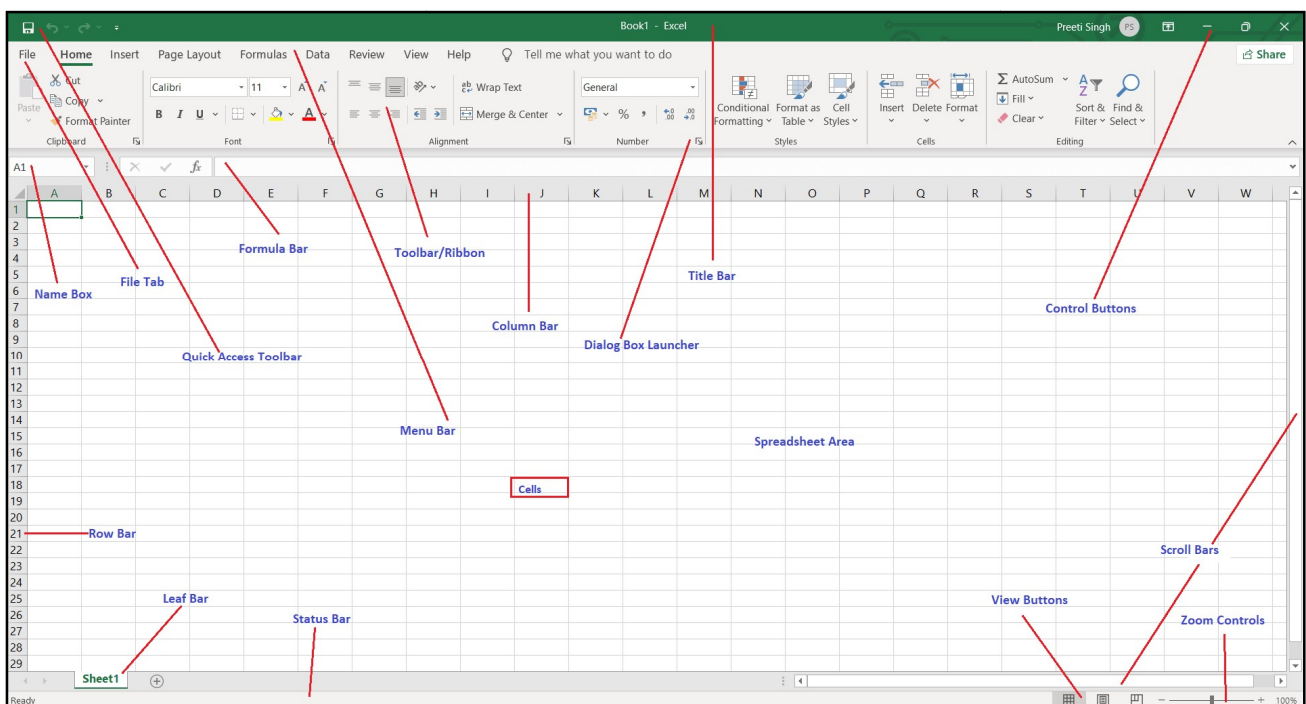# Excel Assignment - 6

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

The following are the basic parts / Element of the Microsoft Excel Window:

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

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

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

Each menu bar contains several different elements. On the selection of the menu, a sequence of command options/icons will show on a ribbon.

7. 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.

8. Zoom Control

It is represented by magnifying icons with the symbols of maximizing (+) or minimizing (-).

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

Data Entry, Data management, Accounting, Financial Analysis, Programming, Charting and graphing, financial modeling, CRM etc

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.

Go to file - options – Customize Ribbon

Right click on the ribbon and select customize the Ribbion

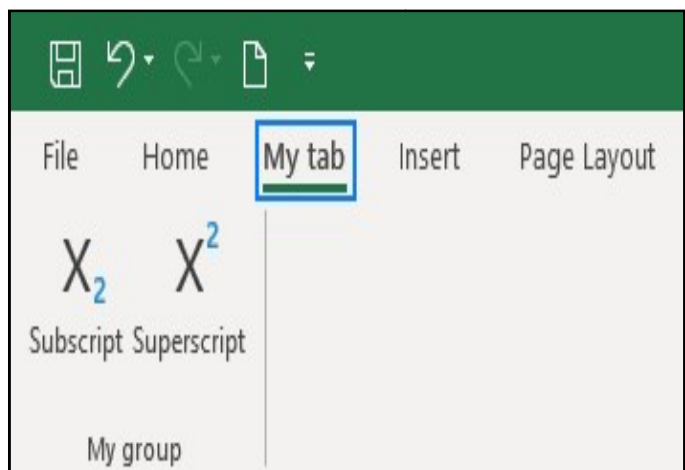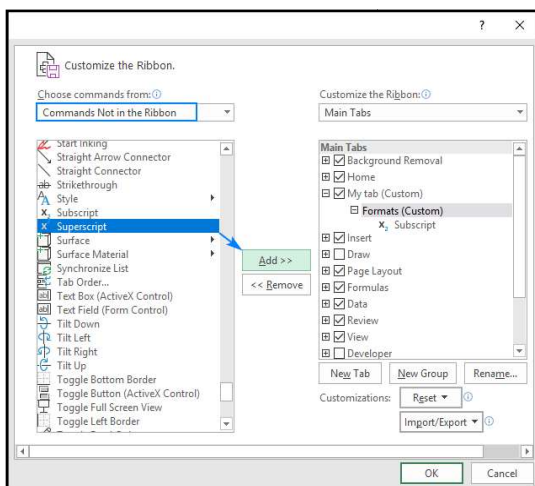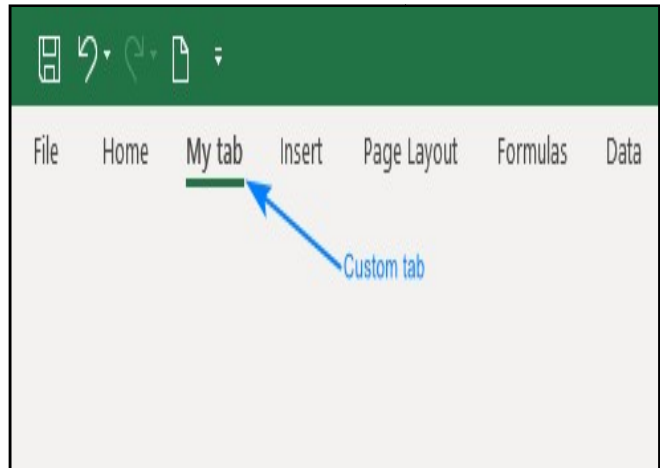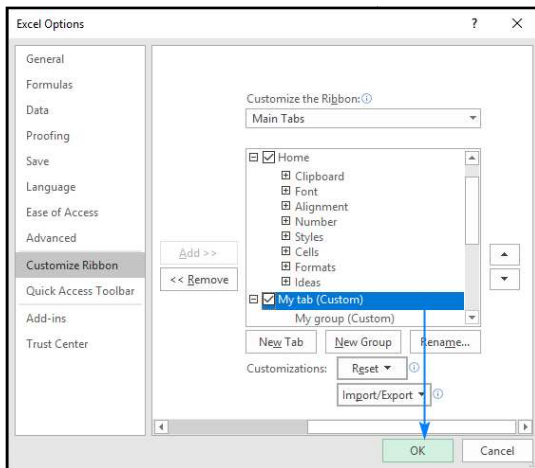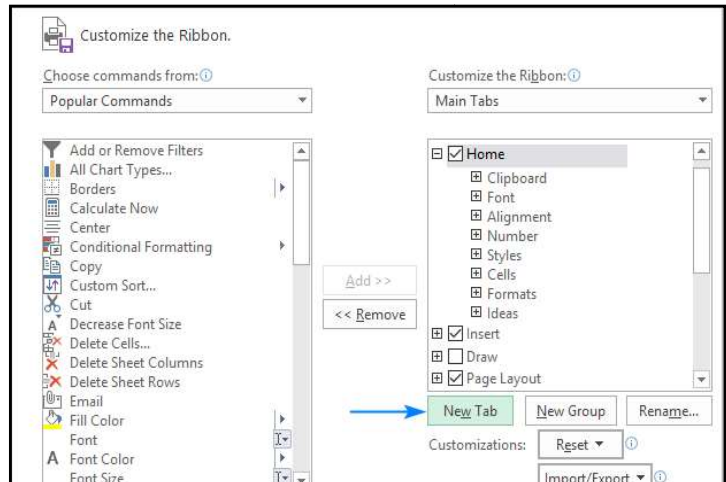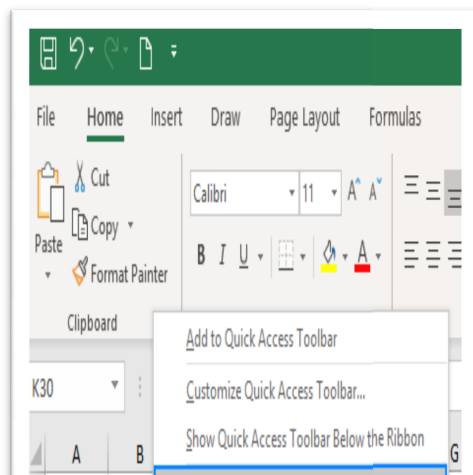In the Customize the Ribbon window, under the list of tabs, click the New Tab button

Select the newly created tab, named New Tab, and click the Rename and click ok to save

In the list under Customize the Ribbon, select the target custom group.

In the Choose commands from drop-down list on the left, select the list from which you want to add commands.

In the list of commands on the left, click the command you want to add.

Click Add button and save it

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

1. CONTROL + B: Applies bold font formatting to headers.

2. ALT + H + B + A: Applies borders to the cells.

3. ALT + H + B + T: Gives an outline border to the dataset.

4. ALT + H + O + W: Autofits column widths.

5. CONTROL + 1: Opens Format Cells dialog box.

5. What distinguishes Excel from other analytical tools?

Microsoft Excel is a useful tool for the businesses. It builds the chart and helps in organize the data which further helps in analyzing the trends. It also provides online access and make use of conditional formatting.

We can do lots of things in excel such as modeling, visualization, reports, dynamic charts, etc. It can help you understand the meaning of many operations before further learning other tools (such as Python and R).

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

On the Insert tab, in the Text group, click Header & Footer. Excel displays the Page Setup dialog box. Click Custom Header or Custom Footer. Use the buttons in the Header or Footer dialog box to insert specific header and footer elements.