

Excel Assignment - 6

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

Ans:

- Quick Access bar – It can be found top left on the Excel Sheet, which can be customized and use it for easy access on one click.
- Ribbon – Under ribbon, you have File, Home, Insert, Page Layout, Formulas, Data, Review, View and Help each ribbon is subdivided sections which are called as Groups.
- Name Box – It displays the name and location of the active cell.
- Formula Quick Menu – It is situated beside the Name box and if you click on *fx* it is used to input the condition easily
- Formula Bar – Formula or data input will be seen here or you can enter or edit the in it.
- Cells – In which you can input the data and analyze it.
- Navigation Button – If you have more sheets in one workbook then you will be in need of this option to slide to see more sheets.
- Sheet tabs – Number of sheets will be displayed here.
- Worksheet view options – Here, you have options to choose for the page view that you are working on.

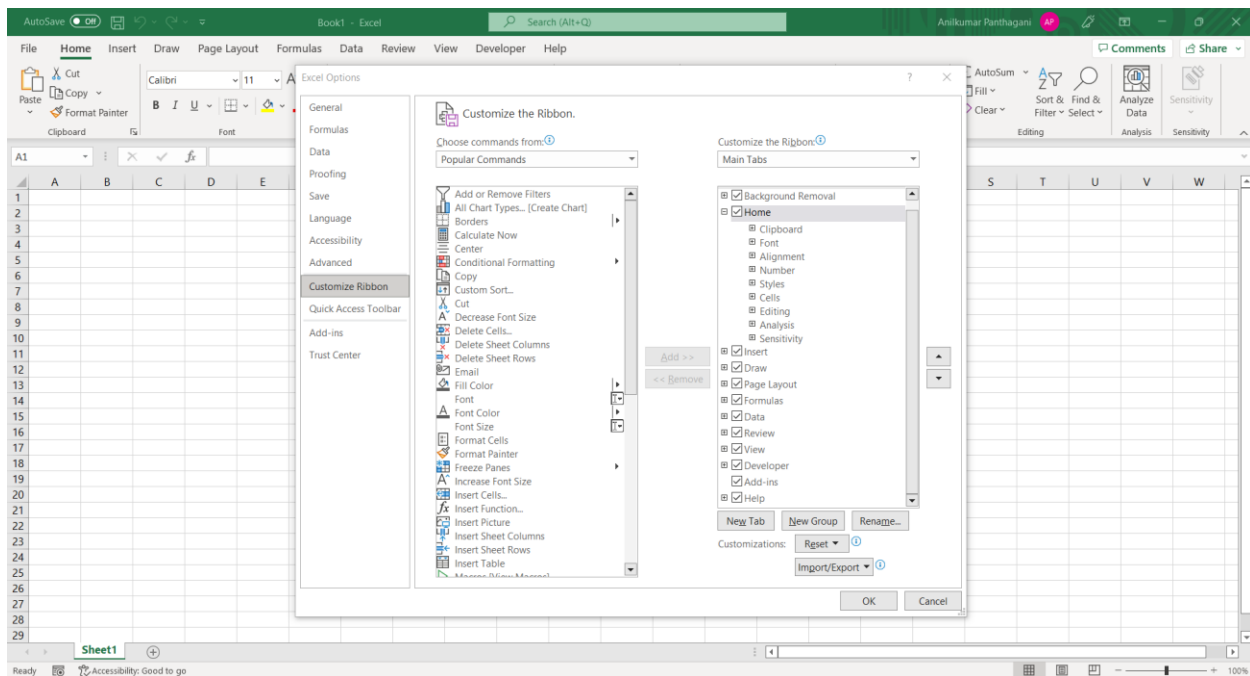
2. Write down the various applications of Excel in the industry.

Ans: There are many features of an Excel., here are the few listed below

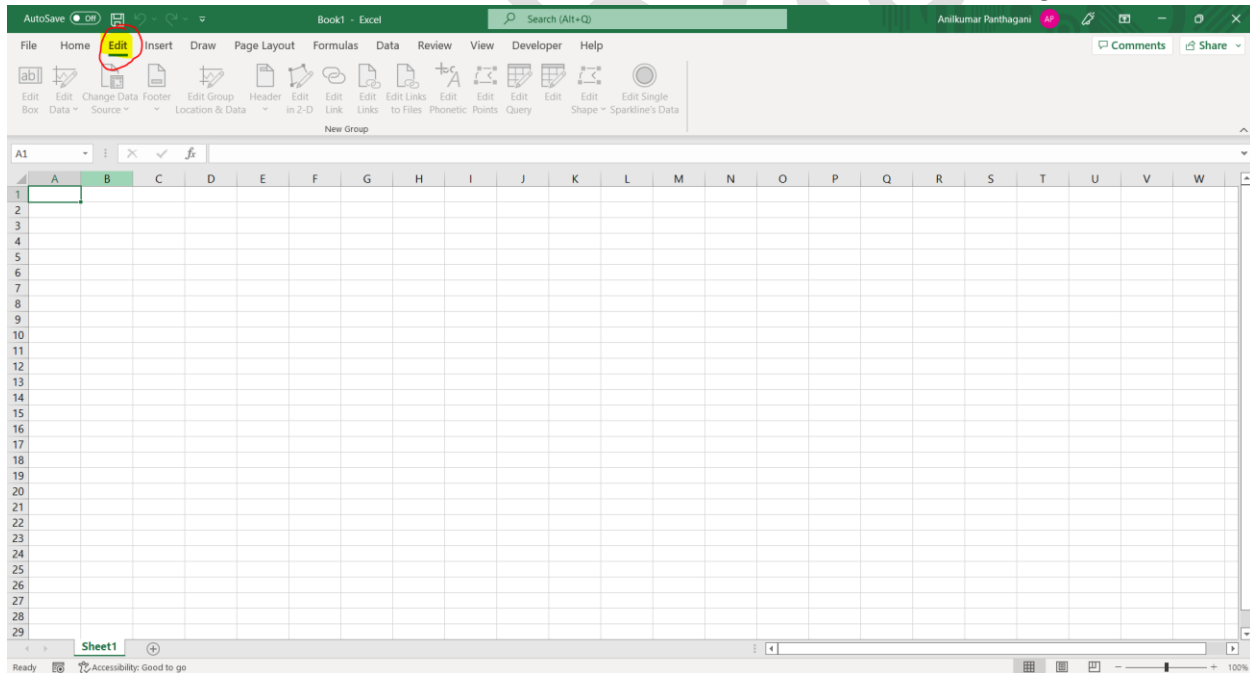
- Data Filtering and Sorting
- Password Protection
- PIVOT table and Chart
- Add Header and footer
- Built-in Formula for Quick Answers
- Dashboard Building
- Formulas for easy calculation
- Data analysis

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: Step 1 :- Right click on Ribbon, then select Customize the Ribbon. Result will be like this below



Step 2:- Choose commands for should be if you need to see all the command, Select the Required commands for new tab and then add them to new tab, Rename it then click on OK -> again OK



this is how you make new tabs in excel.

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

Ans:

1. Left align paragraph – **CTRL + L**

[illegible]

Client Order List

Company Name	City	Product Id	Pieces	Quantity
Stahlhandel Schaller GmbH	Homburg	HRHP	6	3000
FERROPATENT ZRT.	Szekszard	HRHP	25	2000
ALZGITTER MANNESMANN STAHLHANDEL	Hannover	HRHP	8	2500
Peeters Landbouwmachines bv.	Eten-Leur	HRHP	6	3000
Stahlhandel Schaller GmbH	Homburg	HRHP	6	3000
Stahlhandel Schaller GmbH	Homburg	HRHP	8	3000
MILES Sp. z o.o.	Sosnowiec	HRHP	20	2000
MILES Sp. z o.o.	Sosnowiec	HRHP	10	2000
Mardom II S.C.	Cekanowo	HRHP	16	1500
Wobi - Stal Sp. z o.o.	Stalowa Wola	HRHP	25	3000
ALZGITTER MANNESMANN STAHLHANDEL	Gladbeck	HRHP	2	2000



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