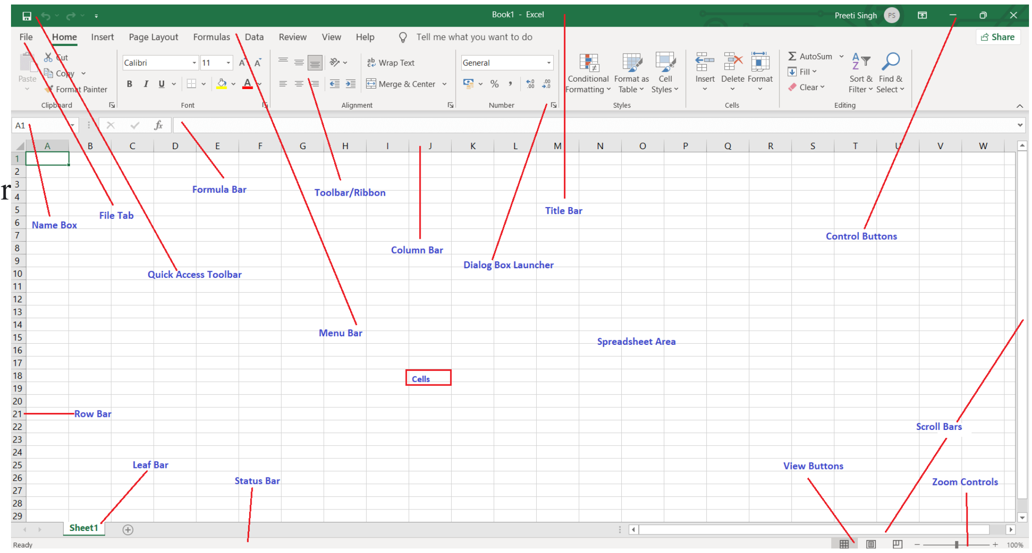
Excel Assignment – 6

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

Ans - The following are the basic components of the Microsoft Excel Interface:

- i) Quick Access Toolbar
- ii) File Tab
- iii) Title Bar
- iv) Control Buttons
- v) Menu Bar
- vi) Ribbon/Toolbar
- vii) Dialog Box Launcher
- viii) Name Box
- ix) Formula Bar
- x) Scroll Bars
- xi) Spreadsheet Area
- xii) Leaf Bar
- xiii) Column Bar
- xiv) Row Bar Cells
- xv) Cells
- xvi) Status Bar
- xvii) View Buttons
- xviii) Zoom control


Book1 - Excel
Preeti Singh
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Help
Tell me what you want to do
Share
Name Box
File Tab
Formula Bar
Toolbar/Ribbon
Title Bar
Control Buttons
Column Bar
Dialog Box Launcher
Quick Access Toolbar
Menu Bar
Spreadsheet Area
Cells
Row Bar
Scroll Bars
Leaf Bar
Status Bar
View Buttons
Zoom Controls
Sheet1
Ready

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

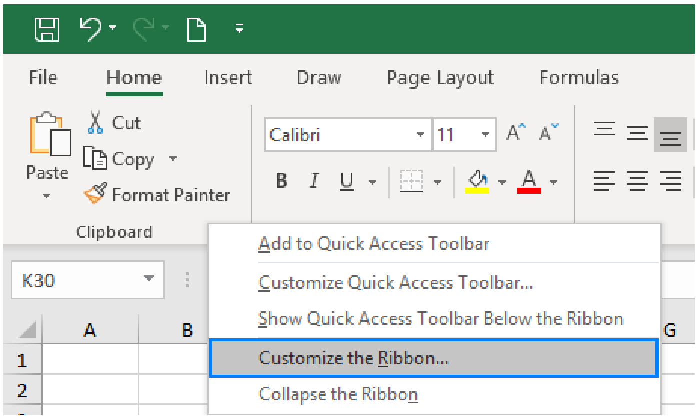
Ans. - Excel is used across industry for following purposes:

- i) Business Analysis
- ii) People Management
- iii) Managing Operations
- iv) Performance Reporting
- v) Office Administration
- vi) Strategic Analysis
- vii) Project Management
- viii) Managing Programs
- ix) Contract Administration
- x) Account Management

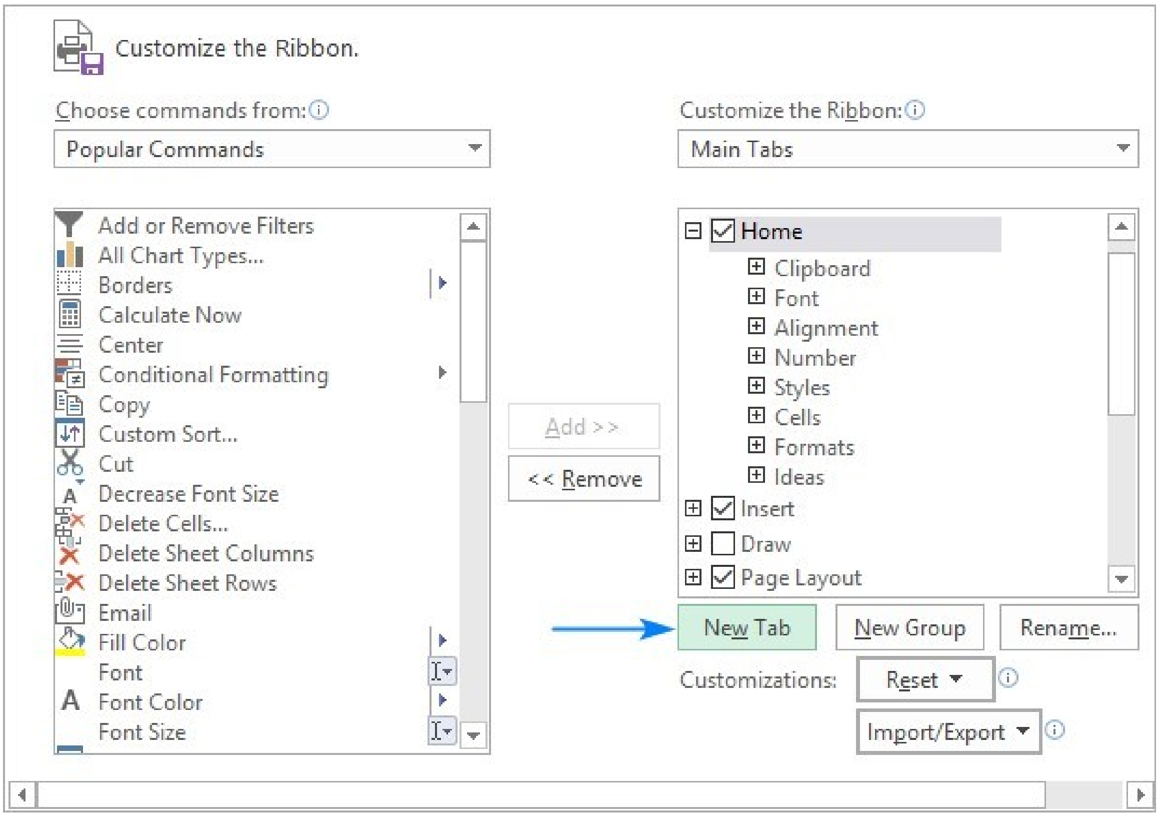
Que.3) On the ribbon, make a new tab. Add some different groups, insert commands in the groups and name them according to their commands added. Copy and paste the screenshot of the steps you followed.

Ans. - Following Steps were followed to create custom ribbon:

i). Right-click on the ribbon and select Customize the Ribbon.


File
Home
Insert
Draw
Page Layout
Formulas
Cut
Copy
Paste
Format Painter
Clipboard
Calibri
11
B
I
U
K30
A
B
G
1
2
Add to Quick Access Toolbar
Customize Quick Access Toolbar...
Show Quick Access Toolbar Below the Ribbon
Customize the Ribbon...
Collapse the Ribbon

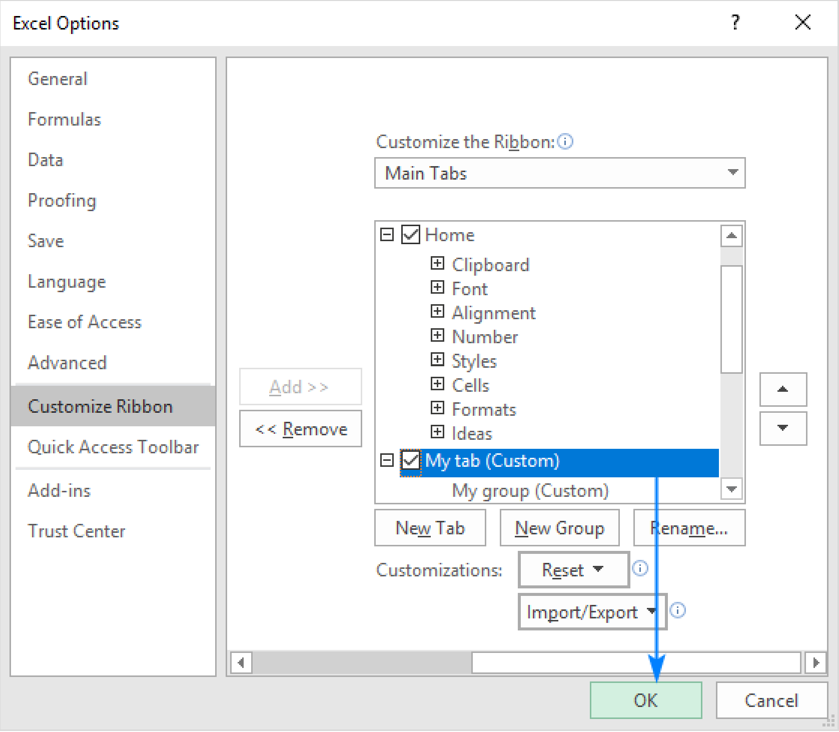
ii) In the Customize the Ribbon window, under the list of tabs, click the New Tab button.


Customize the Ribbon.
Choose commands from:
Popular Commands
Add or Remove Filters
All Chart Types...
Borders
Calculate Now
Center
Conditional Formatting
Copy
Custom Sort...
Cut
Decrease Font Size
Delete Cells...
Delete Sheet Columns
Delete Sheet Rows
Email
Fill Color
Font
Font Color
Font Size
Add >>
<< Remove
Customize the Ribbon:
Main Tabs
☑ Home
Clipboard
Font
Alignment
Number
Styles
Cells
Formats
Ideas
☑ Insert
☐ Draw
☑ Page Layout
New Tab
New Group
Rename...
Customizations:
Reset
Import/Export

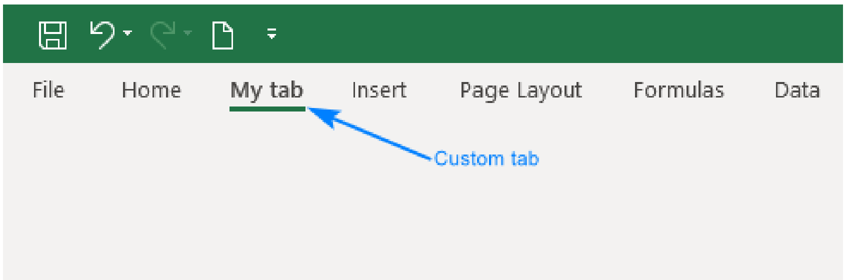
This adds a custom tab with a custom group because commands can only be added to custom groups.

iii) Select the newly created tab, named New Tab (Custom), and click the Rename button to give your tab an appropriate name. In the same manner, change the default name given by Excel to a custom group.

iv) When done, click OK to save the changes.Save the custom ribbon tab.

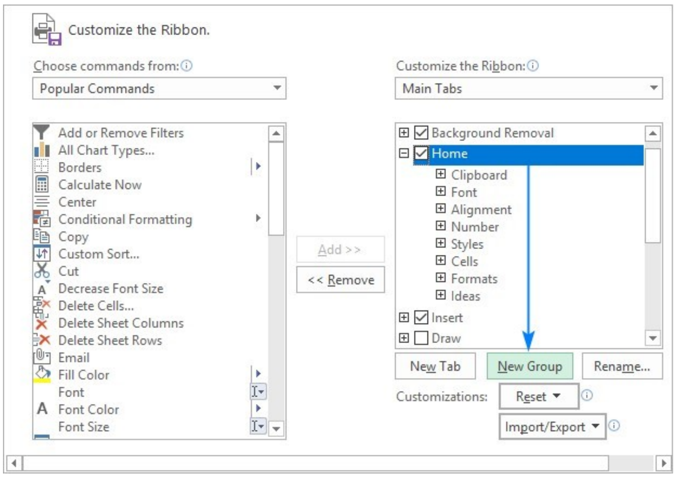

Excel Options
?
General
Formulas
Data
Proofing
Save
Language
Ease of Access
Advanced
Customize Ribbon
Quick Access Toolbar
Add-ins
Trust Center
Customize the Ribbon:
Main Tabs
☑ Home
Clipboard
Font
Alignment
Number
Styles
Cells
Formats
Ideas
☑ My tab (Custom)
My group (Custom)
Add >>
<< Remove
New Tab
New Group
Rename...
Customizations:
Reset
Import/Export
OK
Cancel

v) As shown in the screenshot below, our custom tab is added to the Excel ribbon immediately, though the custom group is not displayed because it is empty. For the group to show up, it must contain at least one command. We will add commands to our custom tab in a moment but, to be consistent, we will first look at how to create a custom group.Custom ribbon tab in Excel


File
Home
My tab
Insert
Page Layout
Formulas
Data
Custom tab

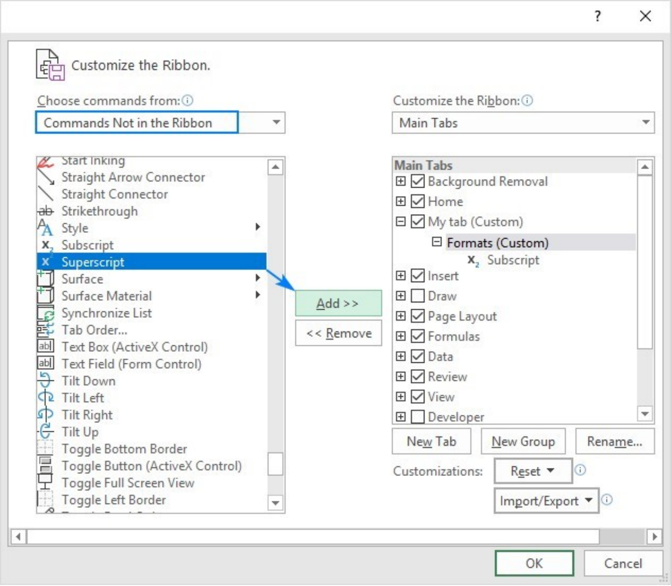
vi) In the right part of the Customize the Ribbon window, select the tab to which you'd like to add a new group.

vii) Click the New Group button. This adds a custom group, named New Group (Custom), at the bottom of the list of groups, meaning the group displays on the far-right end of the tab. To create a new group in a specific location, select the group after which the new group is to appear.

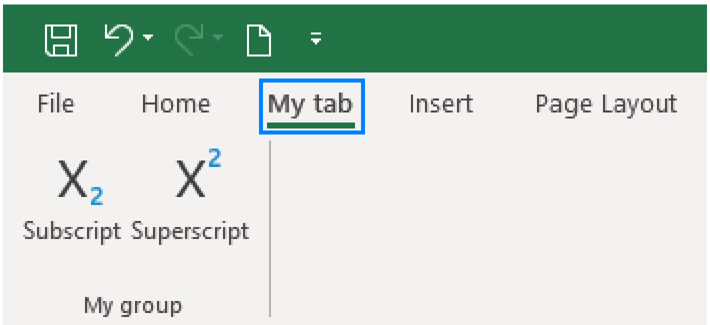

Customize the Ribbon.
Choose commands from:
Popular Commands
Add or Remove Filters
All Chart Types...
Borders
Calculate Now
Center
Conditional Formatting
Copy
Custom Sort...
Cut
Decrease Font Size
Delete Cells...
Delete Sheet Columns
Delete Sheet Rows
Email
Fill Color
Font
Font Color
Font Size
Add >>
<< Remove
Customize the Ribbon:
Main Tabs
☑ Background Removal
☑ Home
Clipboard
Font
Alignment
Number
Styles
Cells
Formats
Ideas
☑ Insert
☐ Draw
New Tab
New Group
Rename...
Customizations:
Reset
Import/Export

viii) To rename your custom group, select it, click the Rename button, type the desired name, and click OK.

ix) In the Choose commands from drop-down list on the left, select the list from which you want to add commands, for example, Popular Commands or Commands Not in the Ribbon.


?
×
Customize the Ribbon.
Choose commands from:
Commands Not in the Ribbon
Start Inking
Straight Arrow Connector
Straight Connector
Strikethrough
Style
Subscript
Superscript
Surface
Surface Material
Synchronize List
Tab Order...
Text Box (ActiveX Control)
Text Field (Form Control)
Tilt Down
Tilt Left
Tilt Right
Tilt Up
Toggle Bottom Border
Toggle Button (ActiveX Control)
Toggle Full Screen View
Toggle Left Border
Add >>
<< Remove
Customize the Ribbon:
Main Tabs
Main Tabs
☑ Background Removal
☑ Home
☑ My tab (Custom)
Formats (Custom)
Subscript
☑ Insert
☐ Draw
☑ Page Layout
☑ Formulas
☑ Data
☑ Review
☑ View
☐ Developer
New Tab
New Group
Rename...
Customizations:
Reset
Import/Export
OK
Cancel

x) In the list of commands on the left, click the command you want to add.
xi) Click the Add button.
xii) Click OK to save the changes.



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

Ans. - Following are the various formatting functions with their shortcuts in excel:

To do this	Press
Open the **Format Cells** dialog box.	Ctrl+1
Format fonts in the **Format Cells** dialog box.	Ctrl+Shift+F or Ctrl+Shift+P
Edit the active cell and put the insertion point at the end of its contents. Or, if editing is turned off for the cell, move the insertion point into the formula bar. If editing a formula, toggle Point mode off or on so you can use the arrow keys to create a reference.	F2
Insert a note. Open and edit a cell note.	Shift+F2 Shift+F2
Insert a threaded comment. Open and reply to a threaded comment.	Ctrl+Shift+F2 Ctrl+Shift+F2
Open the **Insert** dialog box to insert blank cells.	Ctrl+Shift+Plus sign (+)
Open the **Delete** dialog box to delete selected cells.	Ctrl+Minus sign (-)
Enter the current time.	Ctrl+Shift+Colon (:)
Enter the current date.	Ctrl+Semicolon (;)
Switch between displaying cell values or formulas in the worksheet.	Ctrl+Grave accent (`)
Copy a formula from the cell above the active cell into the cell or the formula bar.	Ctrl+Apostrophe (')
Move the selected cells.	Ctrl+X
Copy the selected cells.	Ctrl+C
Paste content at the insertion point, replacing any selection.	Ctrl+V
Open the **Paste Special** dialog box.	Ctrl+Alt+V
Italicize text or remove italic formatting.	Ctrl+I or Ctrl+3
Bold text or remove bold formatting.	Ctrl+B or Ctrl+2

To do this	Press
Underline text or remove underline.	Ctrl+U or Ctrl+4
Apply or remove strikethrough formatting.	Ctrl+5
Switch between hiding objects, displaying objects, and displaying placeholders for objects.	Ctrl+6
Apply an outline border to the selected cells.	Ctrl+Shift+Ampersand sign (&)
Remove the outline border from the selected cells.	Ctrl+Shift+Underscore (_)
Display or hide the outline symbols.	Ctrl+8
Use the **Fill Down** command to copy the contents and format of the topmost cell of a selected range into the cells below.	Ctrl+D
Apply the **General** number format.	Ctrl+Shift+Tilde sign (~)
Apply the **Currency** format with two decimal places (negative numbers in parentheses).	Ctrl+Shift+Dollar sign ($)
Apply the **Percentage** format with no decimal places.	Ctrl+Shift+Percent sign (%)
Apply the **Scientific** number format with two decimal places.	Ctrl+Shift+Caret sign (^)
Apply the **Date** format with the day, month, and year.	Ctrl+Shift+Number sign (#)
Apply the **Time** format with the hour and minute, and AM or PM.	Ctrl+Shift+At sign (@)
Apply the **Number** format with two decimal places, thousands separator, and minus sign (-) for negative values.	Ctrl+Shift+Exclamation point (!)
Open the **Insert hyperlink** dialog box.	Ctrl+K
Check spelling in the active worksheet or selected range.	F7
Display the **Quick Analysis** options for selected cells that contain data.	Ctrl+Q
Display the **Create Table** dialog box.	Ctrl+L or Ctrl+T
Open the **Workbook Statistics** dialog box.	Ctrl+Shift+G

Que.5) What distinguishes Excel from other analytical tools?

Ans. - The worst thing about other expensive applications is they do not deliver results at times. Startups or a small business owners might find it difficult to manage this software. In case they are stuck, clear instructions are mentioned on the tab. Hence, even if we are not well versed in the technology, we can still use this application.

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

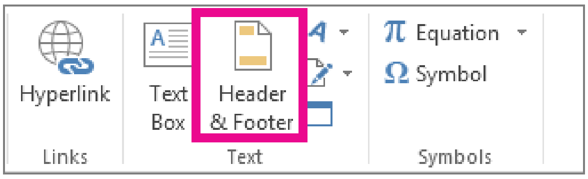
Ans. – To create a table:

a. Select a cell within your data.
b. Select Home > Format as Table.
c. Choose a style for your table.
d. In the Format as Table dialog box, set your cell range.
e. Mark if your table has headers.
f. Select OK.

To add custom header & footers in excel:

i) Click the worksheet where you want to add or change headers or footers.

ii) On the Insert tab, in the Text group, click Header & Footer.


Hyperlink
Links
Text
Box
Header
& Footer
Text
Equation
Symbol
Symbols

iii) Excel displays the worksheet in Page Layout view.

iv) To add or edit a header or footer, click the left, center, or right header or footer text box at the top or the bottom of the worksheet page (under Header, or above Footer).

v) Type the new header or footer text.