
Excel Assignment - 6

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

A spreadsheet is an accounting program for the computer. The primary purpose of a spreadsheet is to work with numbers and text. Spreadsheets can be used to organize data like alphabetizing a list of named or sorting records, as well as to calculate and analyze data using mathematical formulas.

The following are the basic parts of the Microsoft Excel Interface:

- Quick Access Toolbar
- File Tab
- Title Bar
- Buttons
- Menu Bar
- Ribbon/Toolbar
- Dialog Box Launcher
- Name Box
- Formula Bar
- Scroll Bars
- Spreadsheet Area
- Leaf Bar
- Column Bar
- Row Bar Cells
- Cells
- Status Bar
- View Buttons
- Zoom control

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

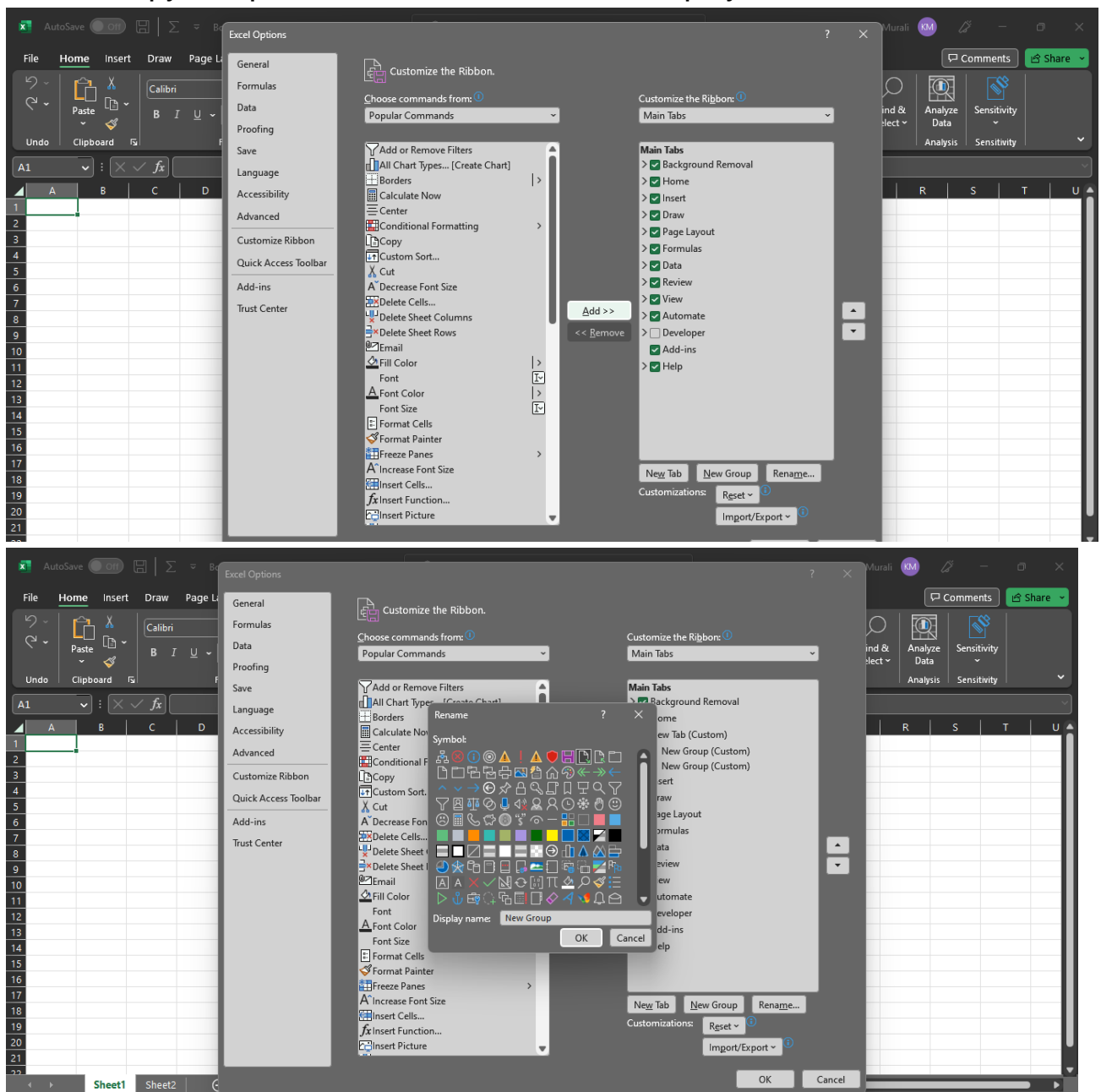
MS Excel or Microsoft Excel is an essential software program of Microsoft Office Suite developed by Microsoft. It is one of the most powerful spreadsheet software that uses rows and columns to organize the data.

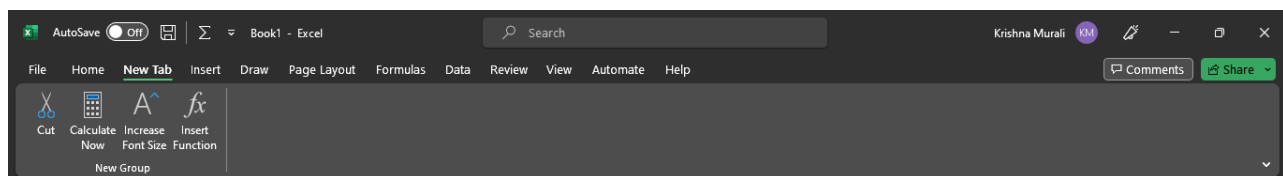
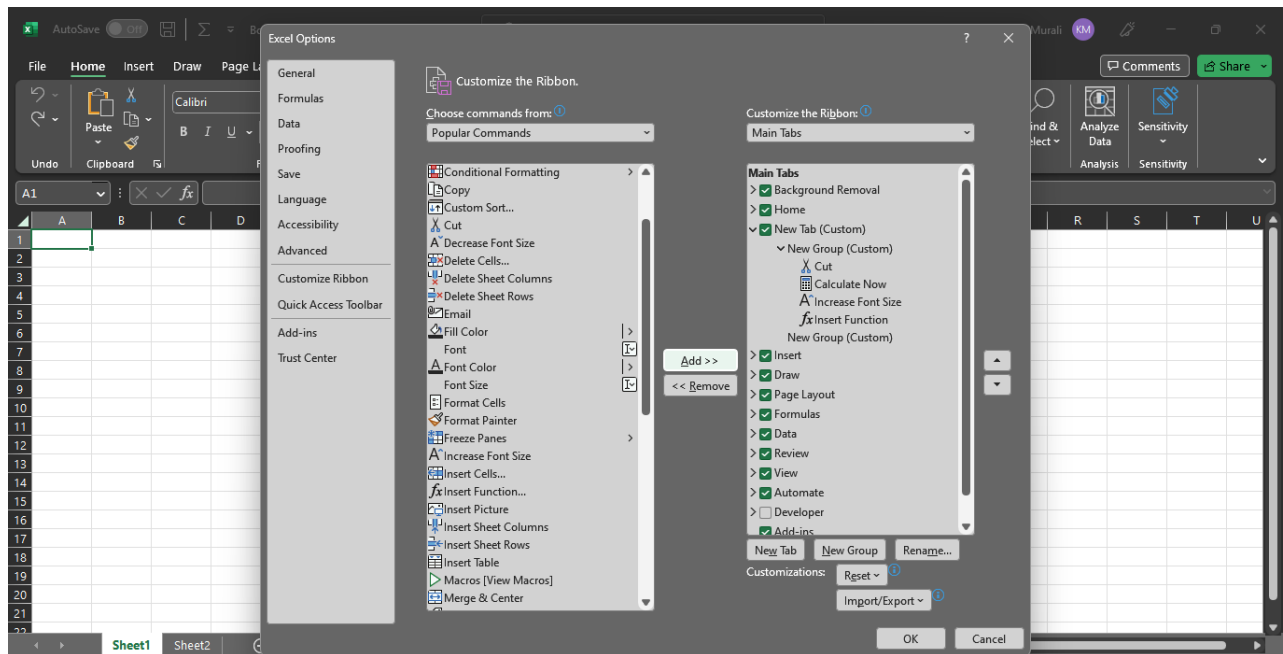
Uses of Microsoft Excel:

- Data Entry and Storage
- Performing Calculations
- Data Analysis and Interpretation

- Reporting and Visualizations
- Accounting and Budgeting
- Collection and Verification of Business Data
- Calendars and Schedules
- Administrative and Managerial Duties
- Forecasting
- Automating Repetitive Tasks

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.





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

Here are my top five Excel formatting shortcuts:

- CONTROL + B: Applies bold font formatting to headers
- ALT + H + B + A: Applies borders to the cells
- ALT + H + B + T: Gives an outline border to the dataset
- ALT + H + O + W: Autofits column widths
- CONTROL + 1: Opens Format Cells dialog box

5. What distinguishes Excel from other analytical tools?

Data processing work under general office requirements and Data management and storage of small and medium-sized companies. Simple statistical analysis for students or teachers (such as analysis of variance, regression analysis, etc.). Assistant tool of data analysts. Production of charts for some business magazines and newspapers (data visualization).

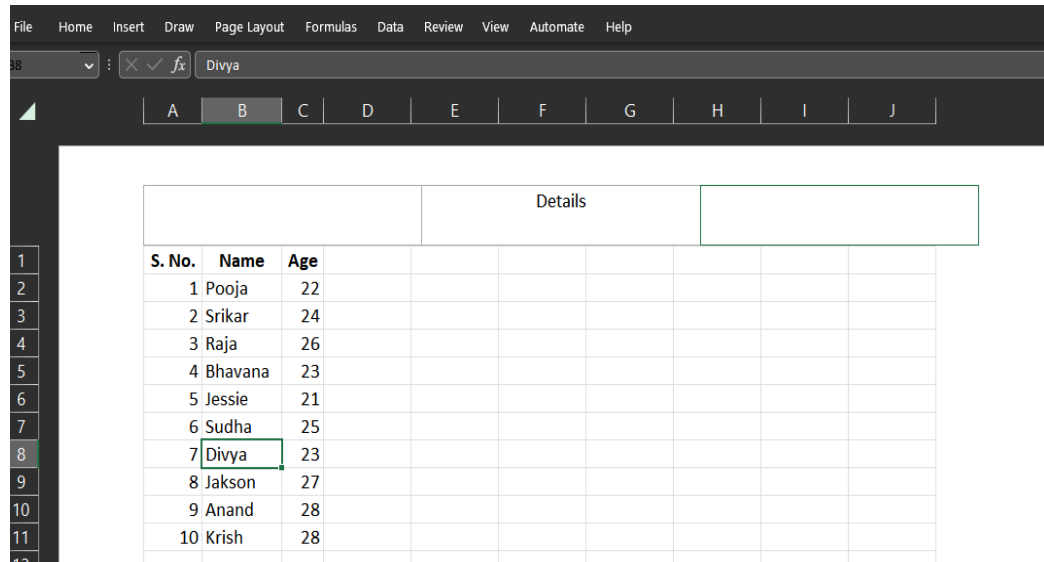
Advantages:

- It's easy to get started with Excel.
- The learning resources are very rich.

- You can do a lot of things with Excel: modelling, 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.

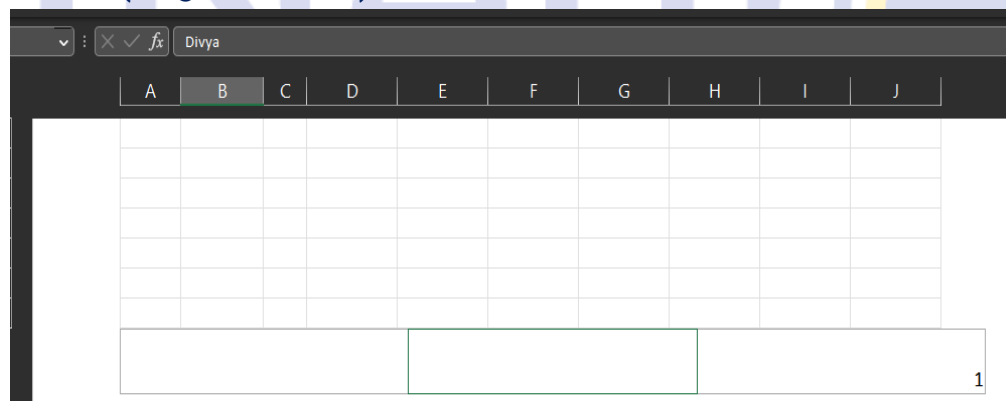
Header



The screenshot shows the Microsoft Excel interface. The ribbon at the top includes File, Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Automate, and Help. The formula bar shows 'Divya'. The worksheet grid has columns A through J and rows 1 through 12. A table is inserted starting at cell A1. The table has three columns: 'S. No.', 'Name', and 'Age'. The data rows are as follows:

			Details		
S. No.	Name	Age			
1	Pooja	22			
2	Srikar	24			
3	Raja	26			
4	Bhavana	23			
5	Jessie	21			
6	Sudha	25			
7	Divya	23			
8	Jakson	27			
9	Anand	28			
10	Krish	28			

Footer(Page Number)



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The footer is located in cell J1 and contains the page number '1'.