

Advance Excel Assignment 6

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

Ans: The various elements of the excel interface are following :-

1. Title Bar
2. File Tab
3. Control Buttons
4. Quick Access Toolbar
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

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

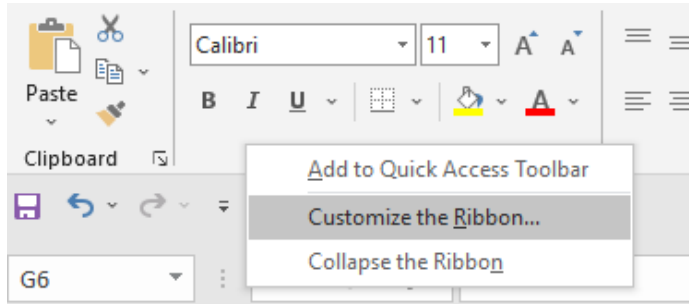
Ans:- the uses of excel is very wide in today's world almost everywhere, every sector uses Excel to perform their tasks, some of them are mentioned below:-

1. Data Entry and Storage.
2. Collection and Verification of Business Data.
3. Data Analysis.
4. Reporting + Visualizations.
5. Forecasting.
6. Data management
7. Accounting
8. Financial analysis
9. Charting and graphing
10. Programming
11. Time management
12. Task management
13. Financial modeling
14. Customer relationship management (CRM)
15. Almost anything that needs to be organized!

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.

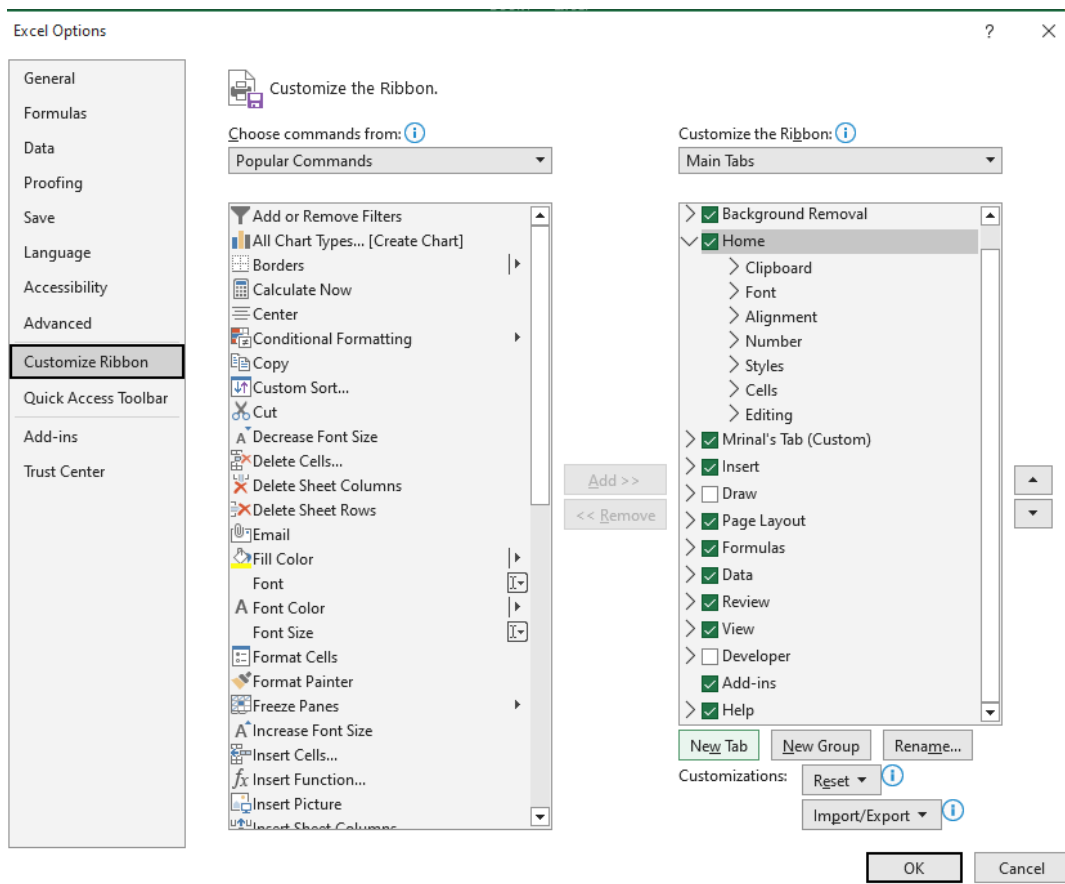
Ans:- The Screenshot of the steps are below:-

Step 1:- Right click on ribbon

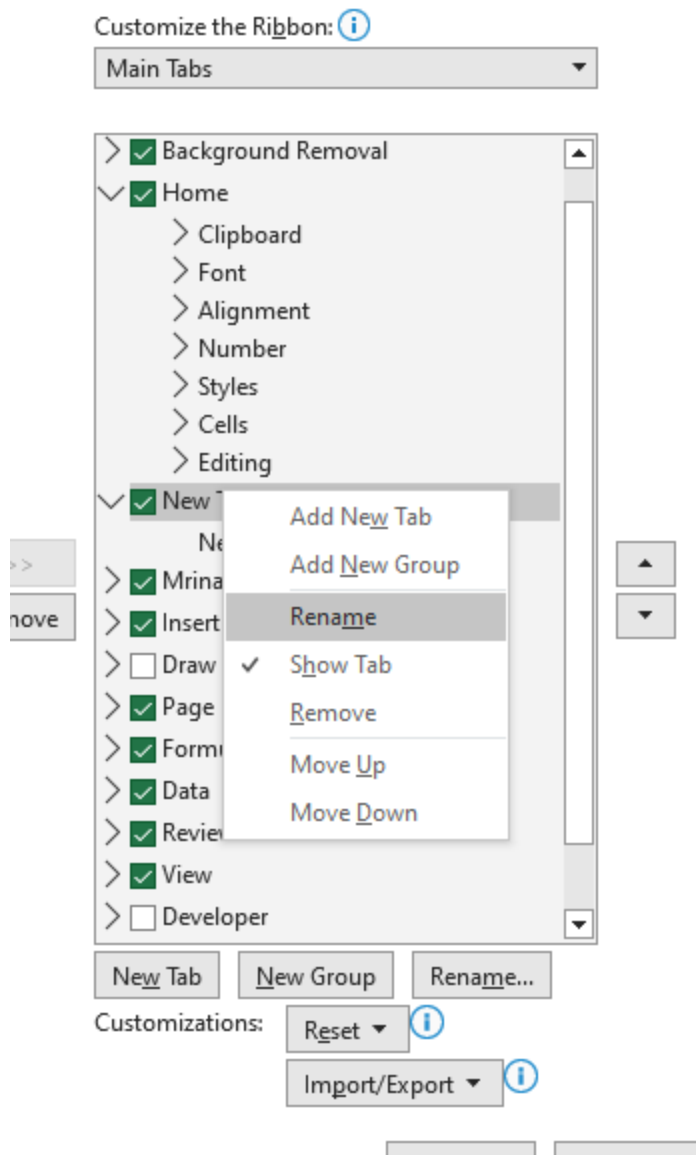


Step 2:- Click on Customize the ribbon

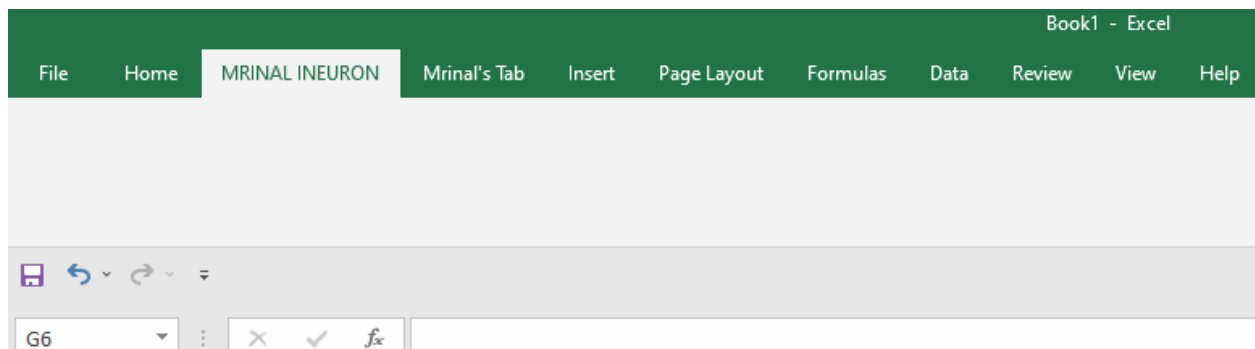
Step 3:- Click on the New Tab, Then new tab will be created.



Step 4:- if we want to rename then right click on the newly created tab and rename it.



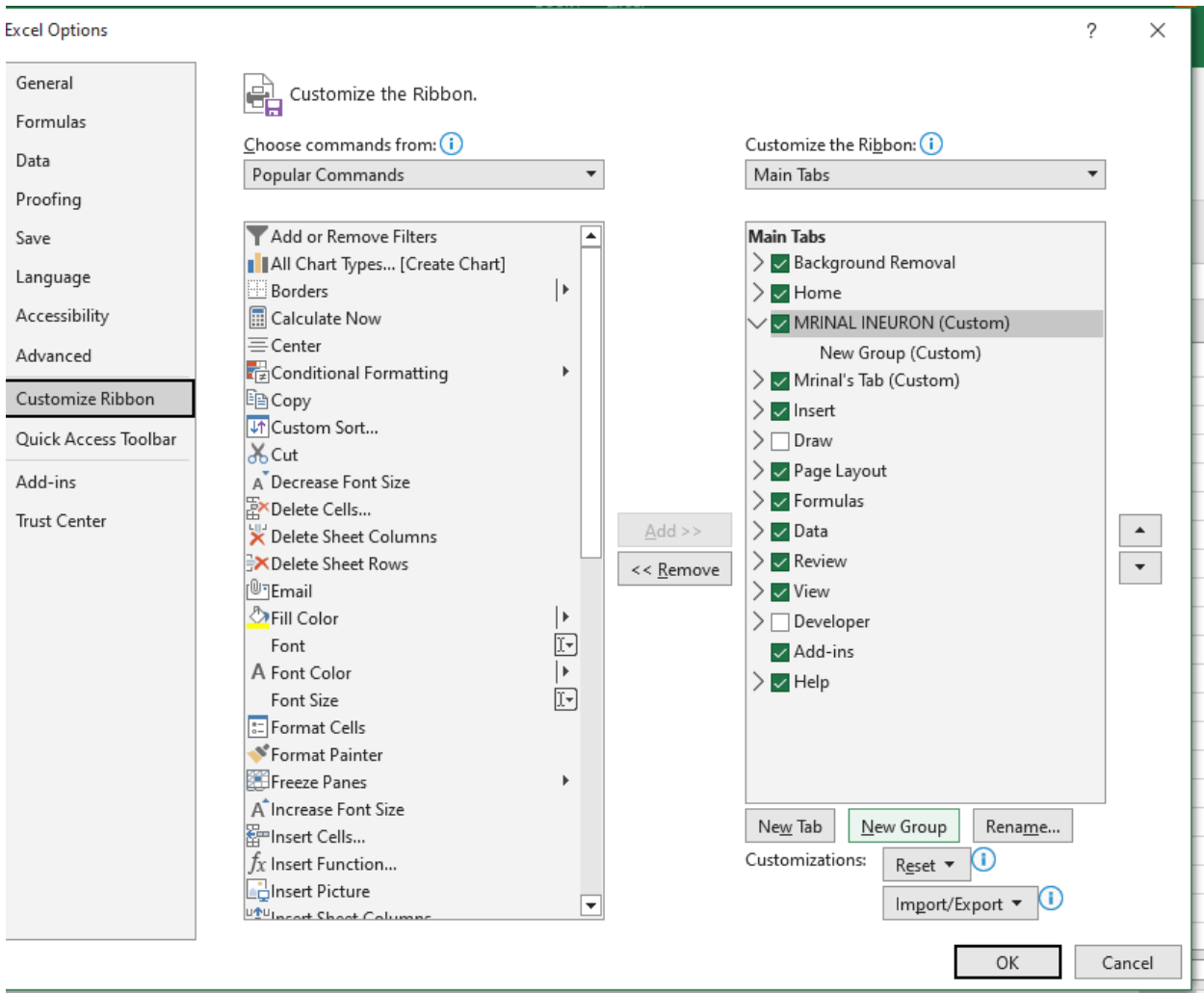
Step 5:- After clicking ok, our new tab is created .



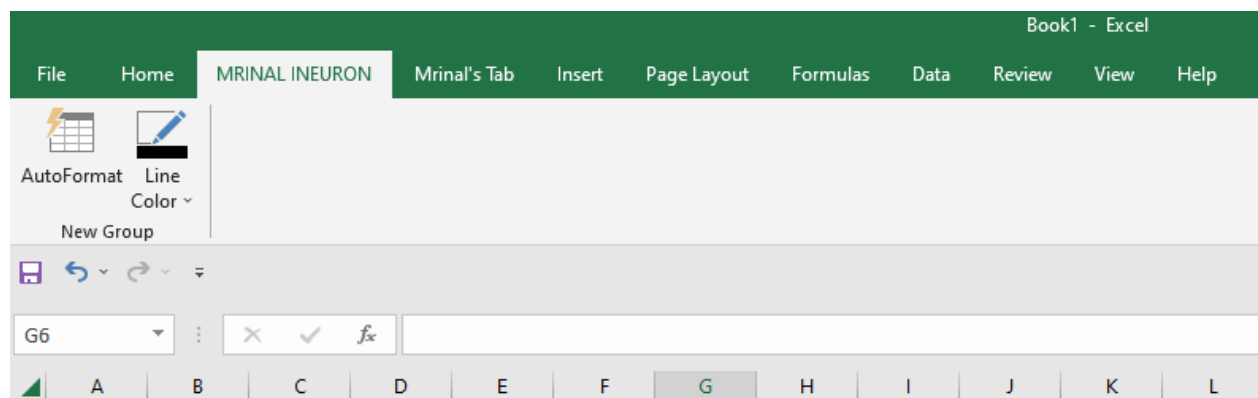
Step 6:- Now again right click on the ribbon

Step 7 :- click on customize the ribbon.

Step 8:- Now to insert command click on new group and the add the command whatever we wanted to add.



Step 9:- Click ok.



5. What distinguishes Excel from other analytical tools?

Ans:- the excel is very easy to use in comparison to python, R etc.

It's easy to get started with Excel.

The learning resources are very rich.

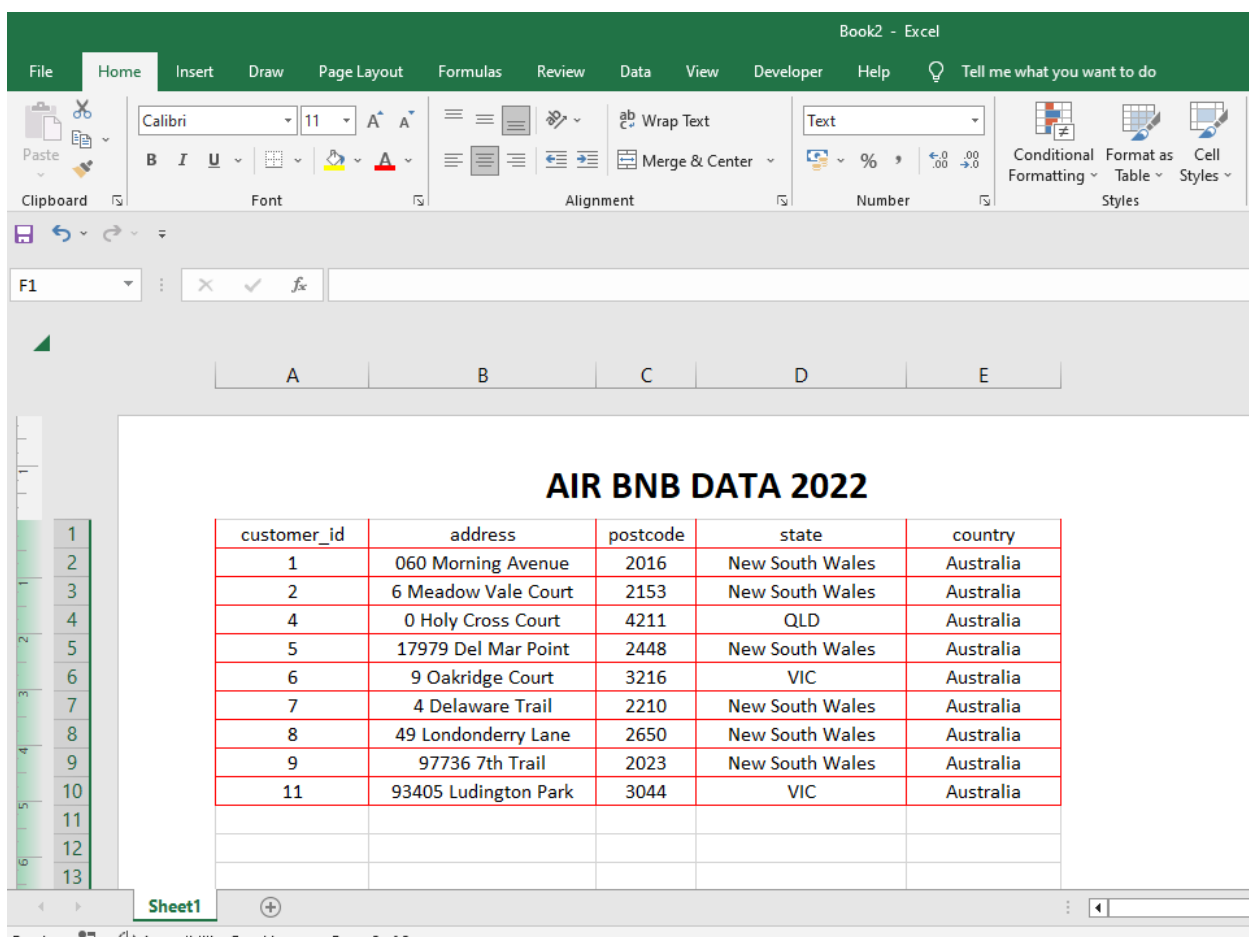
We can do a lot of things with Excel: modeling, visualization, reports, dynamic charts, etc.

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.

Ans:- i have created a table in which manually put the data and then created **header and Footer**.

Header:-



customer_id	address	postcode	state	country
1	060 Morning Avenue	2016	New South Wales	Australia
2	6 Meadow Vale Court	2153	New South Wales	Australia
4	0 Holy Cross Court	4211	QLD	Australia
5	17979 Del Mar Point	2448	New South Wales	Australia
6	9 Oakridge Court	3216	VIC	Australia
7	4 Delaware Trail	2210	New South Wales	Australia
8	49 Londonderry Lane	2650	New South Wales	Australia
9	97736 7th Trail	2023	New South Wales	Australia
11	93405 Ludington Park	3044	VIC	Australia

Footer :-

