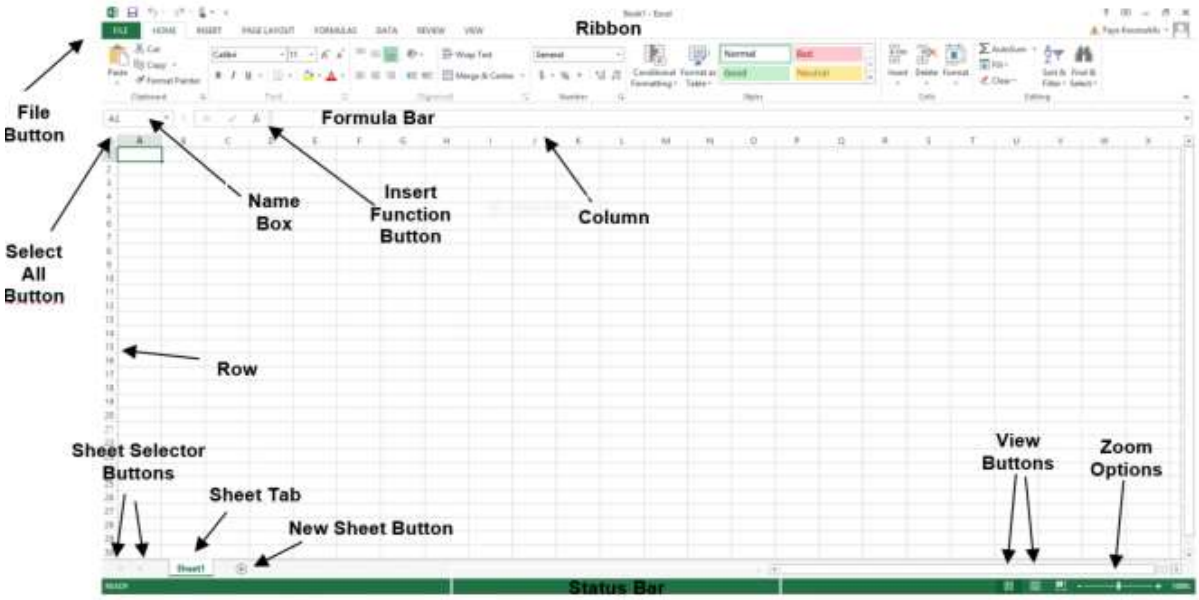
Excel Assignment - 6

1. What are the various elements of the Excel interface? Describe how they're used?
Answer: Explore Microsoft Excel's basic user interface are as follows -



Interface Element	Description
Ribbon Tabs	Ribbon Tab is a tab that organizes commands by topic
The Ribbon	Commands underneath the Tabs
Ribbon Groups	Grouping of related commands
Dialog Box Launcher	Opens a dialog box that includes additional commands
Quick Access Toolbar	One click accesses to any frequently used command
Name Box	Displays cell location and can be used to navigate to a cell location
Select All Button	Selects all the cells in a worksheet
Formula Bar	View, enter, or edit cell contents
Insert Function Button	Displays Insert Function dialog box
Scroll Bars	Used to navigate up, down, left & right
Zoom Slider	Zoom into an area of the worksheet

View Buttons	Switch between Normal, Page Layout and Page Break Preview views
Worksheet tabs	Tabs used to select individual worksheets
The Workspace	The area inside of the columns and rows used in Excel
Columns	Columns use letters
Rows	Rows use numbers

Ribbon Overview

- Home - Most commonly used buttons and includes common functions, sorting, etc.
- Insert - For inserting Tables, Illustrations, Charts, Links and Text Objects
- Page Layout - For Themes, Page Setup, Scaling, Sheet Options and Arrangement of drawing objects
- Formulas - For inserting Functions, Range Names, Formula Auditing, and Calculations Options
- Data - For Database Options (Filter/Sort, Data Tools, and Outlining)
- Review - For Proofing, Comments, Protection, and Track Changes
- View - For Workbook Views, Show/Hide, Zoom, Window options, and Macros.

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

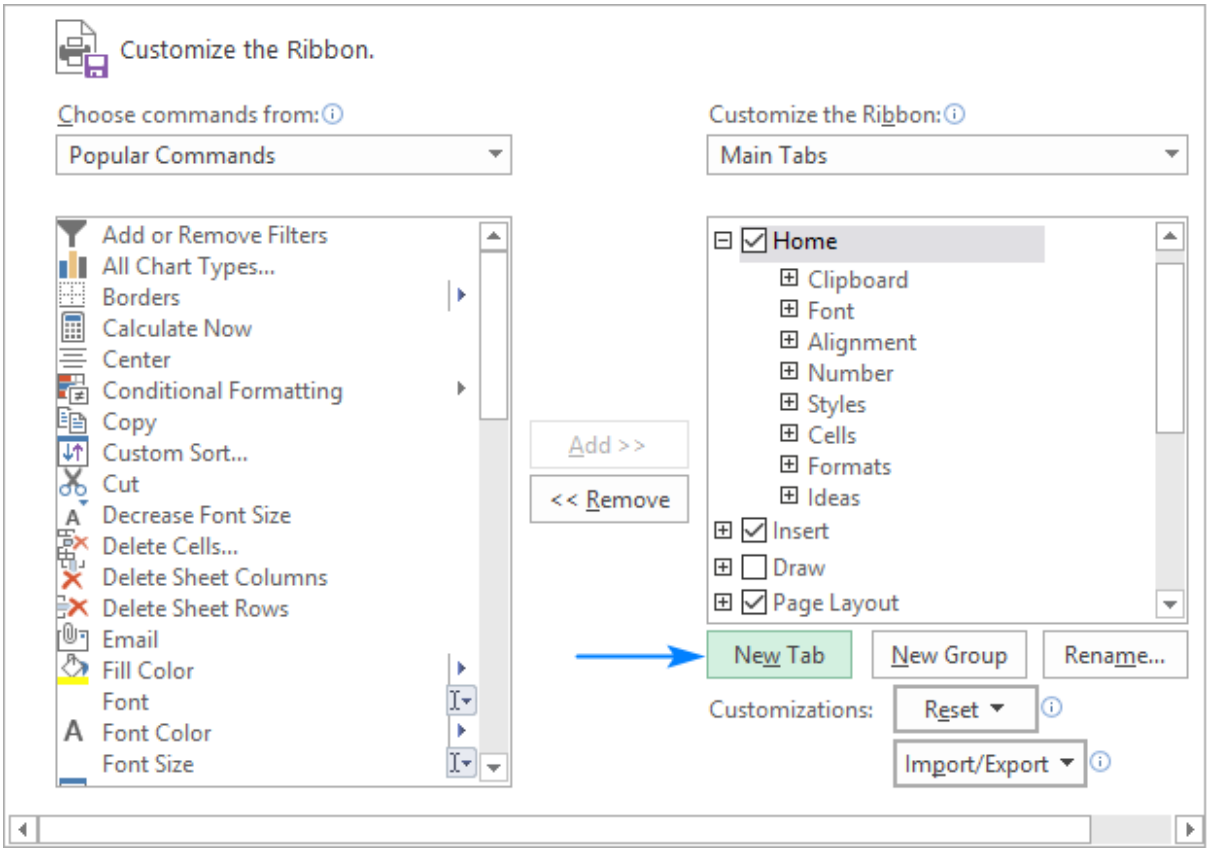
Answer: The various applications of excel in the industry are as follows -

- 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.

Answer: To make our favourite commands easily accessible, we can add our own tab to the Excel ribbon. Here's how:

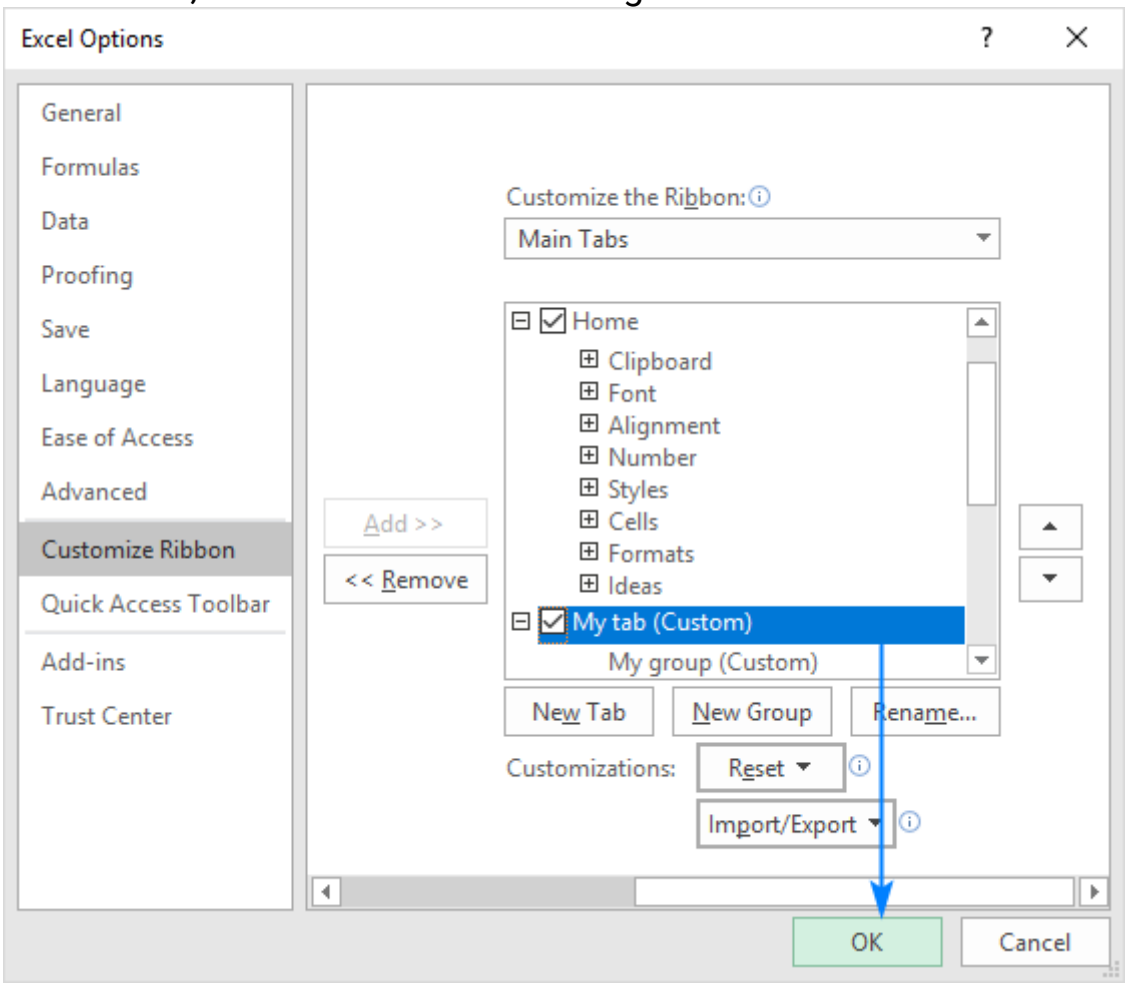
1. In the *Customize the Ribbon* window, under the list of tabs, click the **New Tab** button.



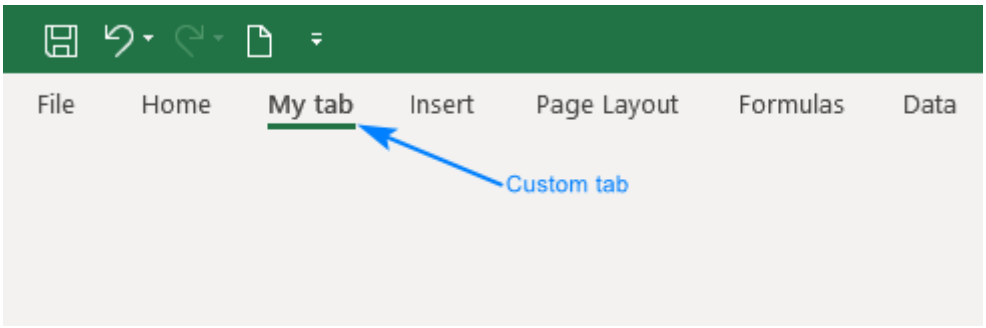
   This adds a custom tab with a custom group because commands can only be added to custom groups.

2. 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.

3. When done, click *OK* to save the changes.



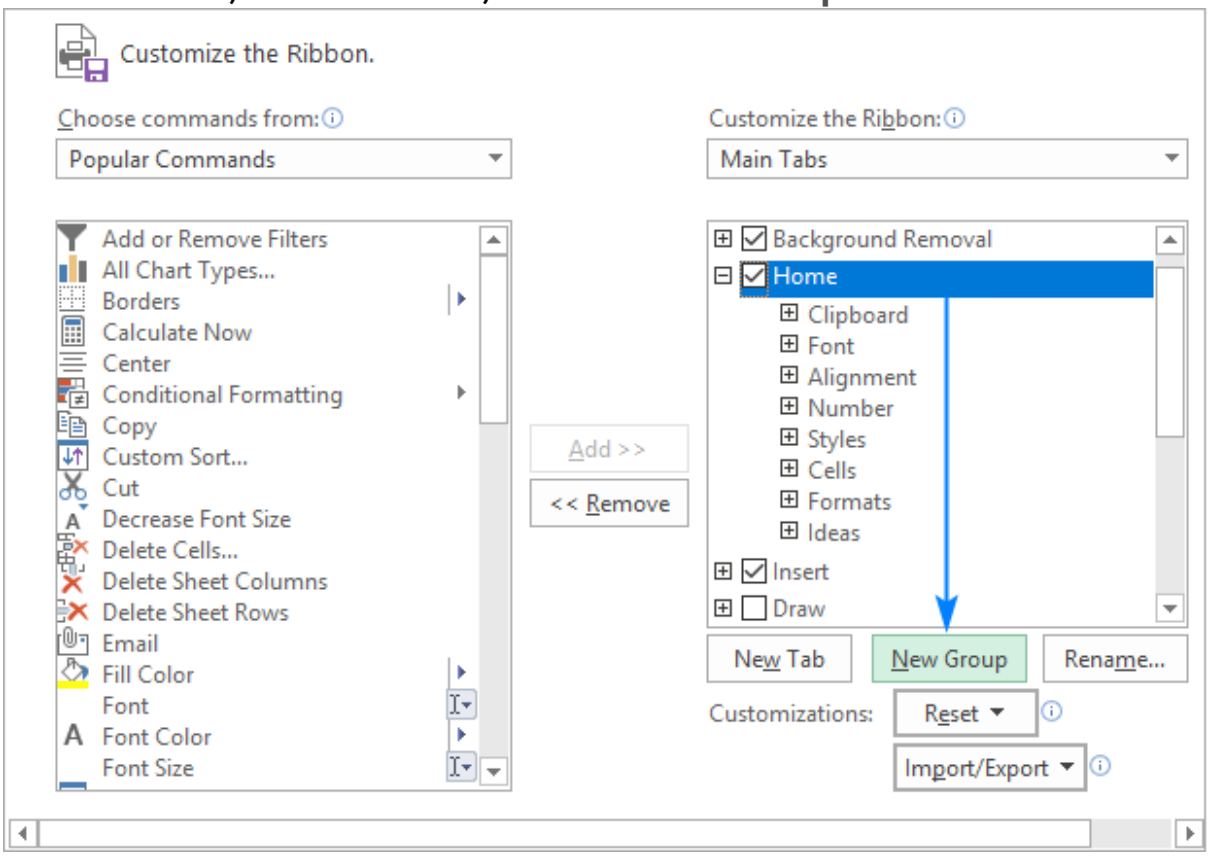
As shown in the screenshot below, our custom tab is added to the Excel ribbon immediately, though the custom group is not displayed because it is empty. For the group to show up, it must contain **at least one command**.



To add a new group to either a default or custom tab, this is what we need to do:

1. In the right part of the *Customize the Ribbon* window, select the tab to which you'd like to add a new group.
2. 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.

   In this example, we're going to add a custom group to the end of the *Home* tab, so we select it, and click **New Group**:



   To rename our custom group, select it, click the **Rename...** button, type the desired name, and click *OK*.

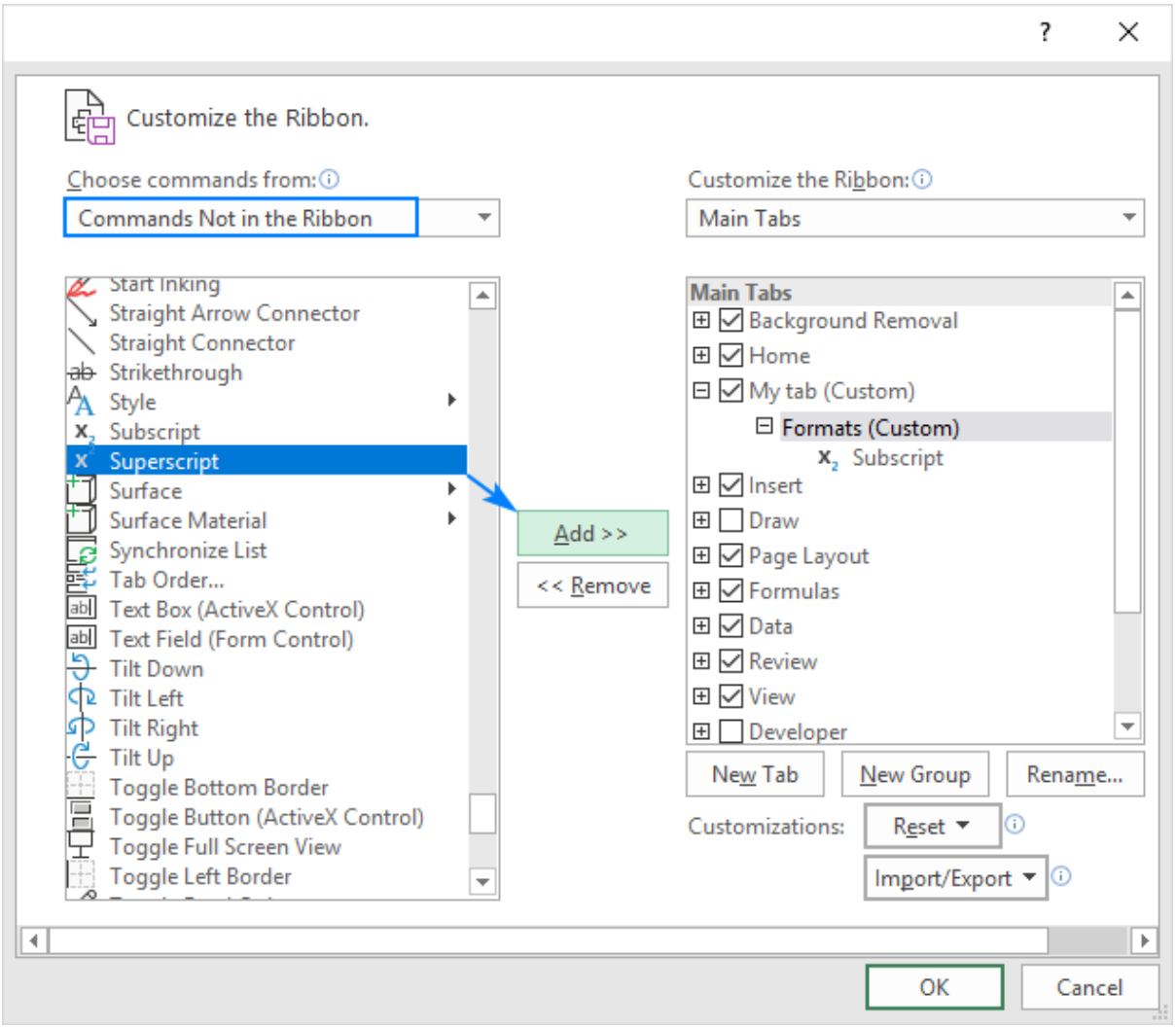
   Optionally, from the **Symbol** box, select the icon to represent your custom group. This icon will appear on the ribbon when the Excel window is too narrow to show the commands, so only the group names and icons are displayed.

3. Click *OK* to save and view our changes.

Commands can only be added to **custom groups**. So, before adding a command, be sure to create a custom group on an inbuilt or custom tab first, and then perform the below steps.

1. In the list under *Customize the Ribbon*, select the target custom group.
2. 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*.
3. In the list of commands on the left, click the command you want to add.
4. Click the **Add** button.
5. Click *OK* to save the changes.

As an example, we are adding add the *Subscript* and *Superscript* buttons to the custom tab that we created:



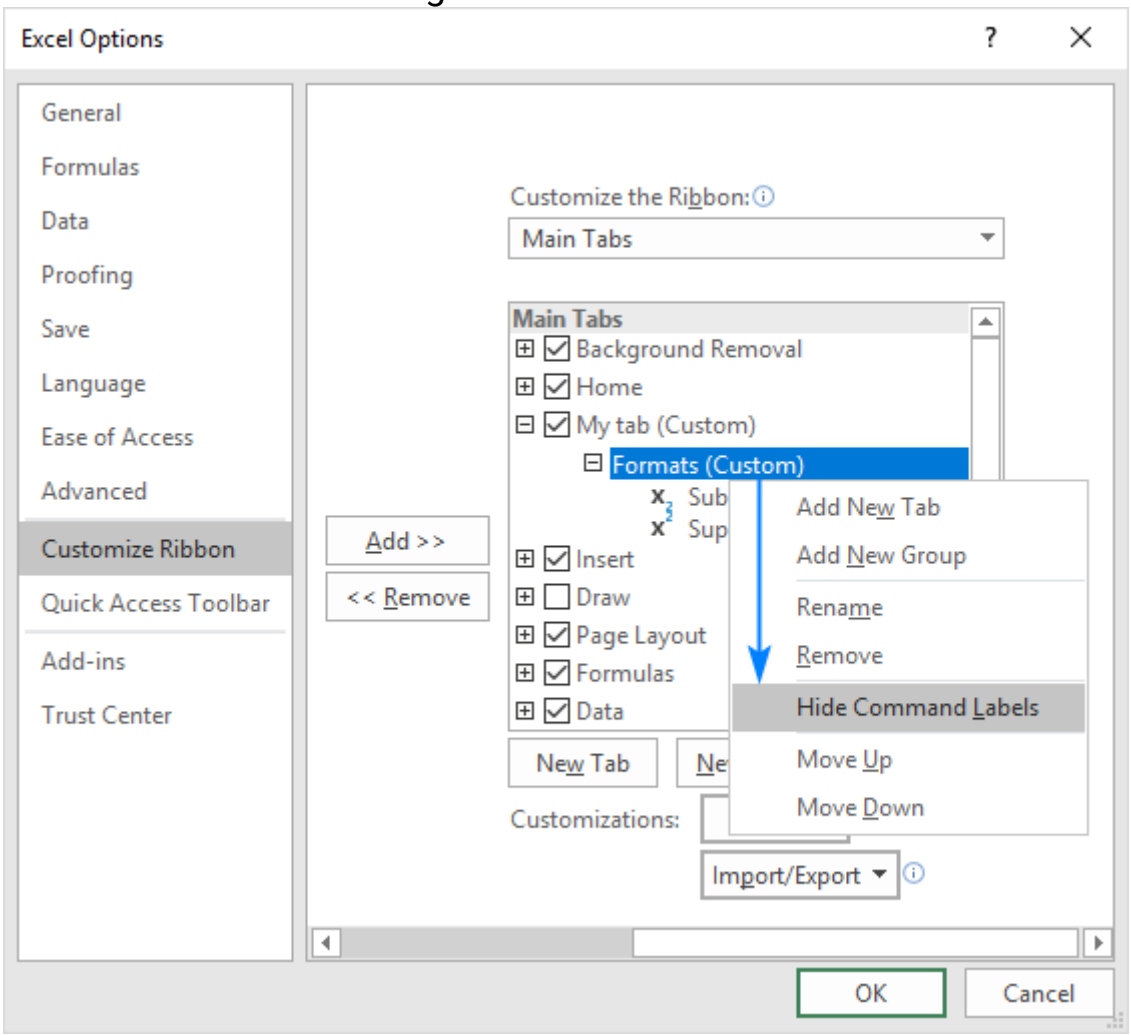
As the result, we now have a custom ribbon tab with two buttons:

Show icons instead of text labels on the ribbon

If you're using a small monitor or a laptop with a small screen, every inch of screen space matters. To save some room on the Excel ribbon, you can remove text labels from your **custom commands** to show only icons. Here's how:

1. In the right part of the *Customize the Ribbon* window, right-click on a target custom group and select **Hide Command Labels** from the context menu.

2. Click *OK* to save the changes.



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

Keyboard shortcuts for formatting cells

To do this	Press
Open the **Format Cells** dialog box.	Ctrl+1

To do this	Press
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.	Shift+F2
Open and edit a cell note.	Shift+F2
Insert a threaded comment.	Ctrl+Shift+F2
Open and reply to a threaded comment.	Ctrl+Shift+F2
Open the **Insert** dialog box to insert blank cells.	Ctrl+Shift+Plus sig
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
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+Ampers sign (&)
Remove the outline border from the selected cells.	Ctrl+Shift+Unders
Display or hide the outline symbols.	Ctrl+8

To do this	Press
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 sig
Apply the **Currency** format with two decimal places (negative numbers in parentheses).	Ctrl+Shift+Dollar s
Apply the **Percentage** format with no decimal places.	Ctrl+Shift+Percent (%)
Apply the **Scientific** number format with two decimal places.	Ctrl+Shift+Caret si
Apply the **Date** format with the day, month, and year.	Ctrl+Shift+Numbe (#)
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+Exclama 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

5. What distinguishes Excel from other analytical tools?

Answer: Microsoft Excel is a useful tool for the businesses. Companies use the software to organize the data and maximize returns on investment. The large-scale organizations have great volume of data from different resources like online sales, in store transactions and the social media. It is important to analyse this information in an efficient manner.

Consider the benefits

The excel spreadsheet displays financial information in an organized manner. The information could be related to the sales, management department, HR or the marketing. Most of the businesses are dependent on IT sector and therefore excel is a vital tool to run a business. Read on to learn about the topmost features of this software.

- It builds the charts

- It makes use of conditional formatting
- It helps to organize the data
- It will identify trends
- It provides online access

Excel will use range of formulas to unlock the potential of data. You have to insert data in individual cells of columns and rows. In this way, data will be filtered and sorted and hence displayed in a presentable manner. Different types of charts like clustered columns, graphs and pie chart provide great visual presentation. It puts more emphasis to marketing material and business reports. Excel is a wonderful tool to represent data on X and Y axis.

The brilliant interface for users

It provides different colour shades, font types to format the spreadsheet and differentiate between rows and columns. It is good to present useful presenting information such as balance, tax profit etc. There is a quick analysis button to choose the appropriate colouring scheme.

You could combine the information from different files and documents to Excel. In this way, they will exist in a single location. Besides the regular information and raw data from spreadsheets, it is easy to import the images too. You just need to use the insert tab to add multiple objects to the spreadsheet.

How does it offer online access?

It offers great online access. The employees as well as the business leaders can have access to this useful program from different location and from various devices. All they need is a web- enabled computer or laptop devices. There are many other extraordinary features of Microsoft excel. There are many benefits of using the software application as PDF to Excel converter. They do not have much compatibility issues and lesser storage is required to keep the files safe. All your files will remain safe and secure from unauthorized access. It is brilliant software that can help you to save money on other costly software applications.

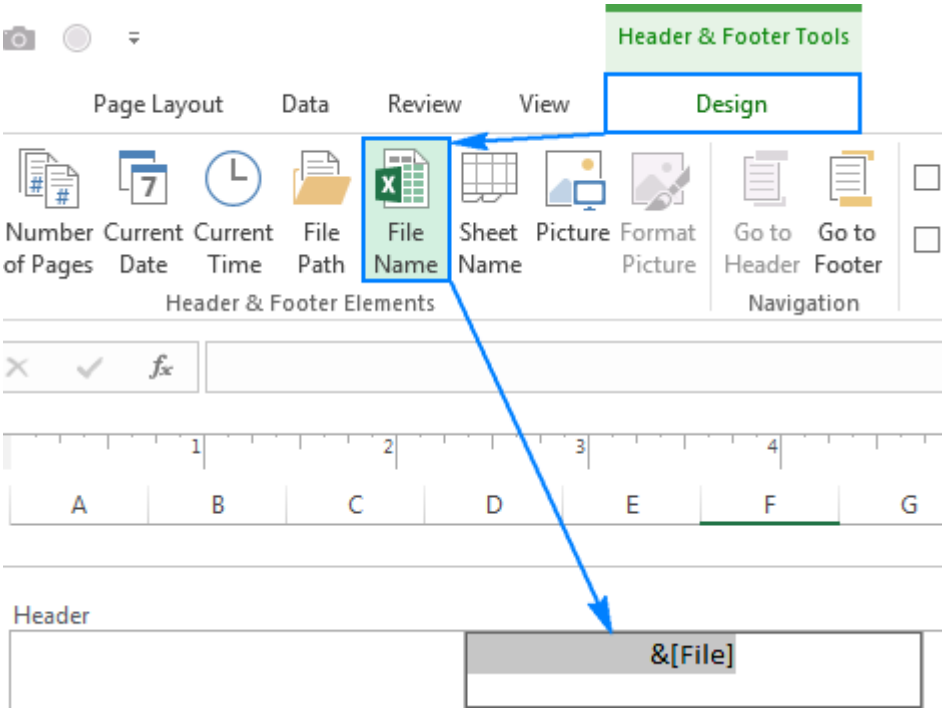
6. Create a table and add a custom header and footer to your table.

Answer: In Excel worksheets, not only can we add present headers and footers, but also make our own ones with custom text and images.

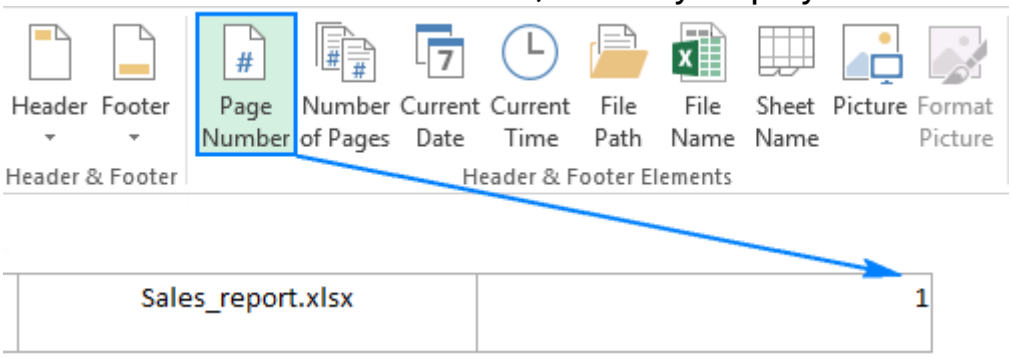
As usual, you start by clicking the **Header & Footer** button on the *Insert* tab. Then, click one of the boxes at the top (header) or at the bottom (footer) of the worksheet and type your text there. We can also enter different pieces of information by selecting one of the built-in elements on the *Design* tab, in the **Header & Footer Elements** group.

This example will show you how to create a custom header with our company logo, page numbers, file name and current date.

1. To begin with, let's insert **File Name** (workbook name) in the central header box:

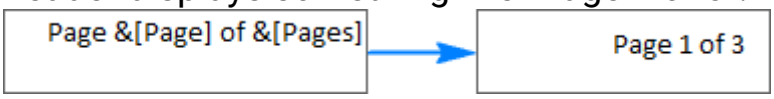


2. Then, select the right box and insert **Page Number** there. As we can see in the screenshot below, this only displays the number:

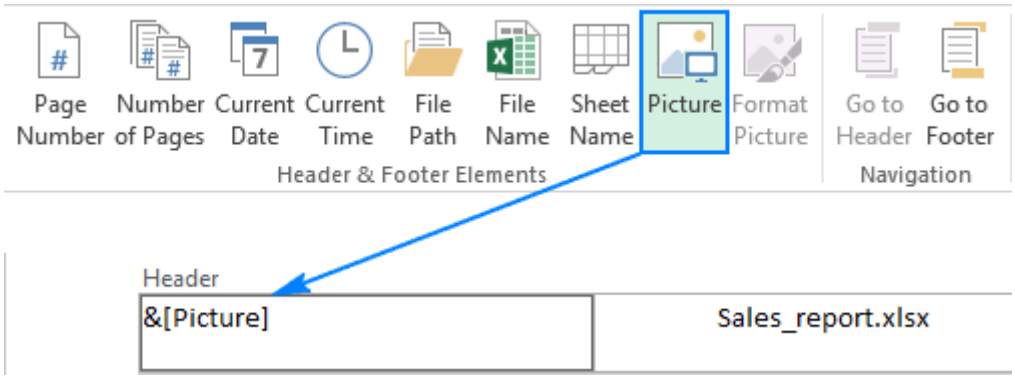


If we want the word "Page" to appear as well, click anywhere in the right text box, and type "Page" in front of the code, separating the word and the code with a space character like this:

3. Additionally, we can insert the **Number of Pages** element in the same box by clicking on the corresponding button on the ribbon, and then type "of" in between the codes so that our Excel header displays something like "Page 1 of 3":



4. Finally, let's insert the company logo in the left box. For this, click the **Picture** button, browse for the image file, and click **Insert**. The &[Picture] code will be inserted in the header straight away:



As soon as you click anywhere outside the header box, an actual picture will show up.

Our custom Excel header looks pretty nice, don't you think?