

Excel assignment
① what are the various elements of excel interface? describe how they are used.

These are the menu bar and contain a file, insert, page layout, formulas, data, review, view, help, and search bar with a light bulb icon. These menus are divided into subcategories which simplify the distribution of information and analysis of calculations.

② write down the various applications of Excel in the industry?

- * Data entry
- * Data management
- * Accounting
- * Financial analysis
- * charting and graphing
- * programming
- * Time management
- * Task management.

③ what distinguishes Excel from other

analytical tools? Excel doesn't have a learning

curve, so time to sign up usually past.

you can choose your path to data analysis, through rows and columns.

you can work together to display the data in a

or you can object to deeper analysis. Short cut keys

pivot table for list of different short cut keys

④ make a list of different short cut keys that are only connected to formula?

ctrl + c → copy selected text or graphics to office clipboard.

ctrl + v → paste the most recent addition to the office clipboard.

ctrl + u ⇒ apply underline formatting

ctrl + shift + b ⇒ add a bullet list.

ctrl + shift + b ⇒ apply bold formatting.

ctrl + shift + h ⇒ hide the selected text.