iNeuron Assignments (FSDA)

Submitted By-

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Excel Assignment 6

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

Ans 1 - Workbook – also called spreadsheet the workbook is a unique file created by Excel

Title bar – the title bar displays both the name of the application and the name of the spreadsheet

Menu bar – displays all the menus available for use in Excel

Column headings – spreadsheet contains 256 columns Each column is named by a letter or a combination of letters

Row headings – spreadsheet contains 65,536 rows each row is named by a number

**Name box –** shows the address of the current active cell

Formula bar – displays formula which we are applying in the current active cell

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

Ans 2 – Data Entry and Storage Performing Calculations Data Analysis and Interpretation Reporting and Visualizations Accounting and Budgeting Collection and Verification of Business Data

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
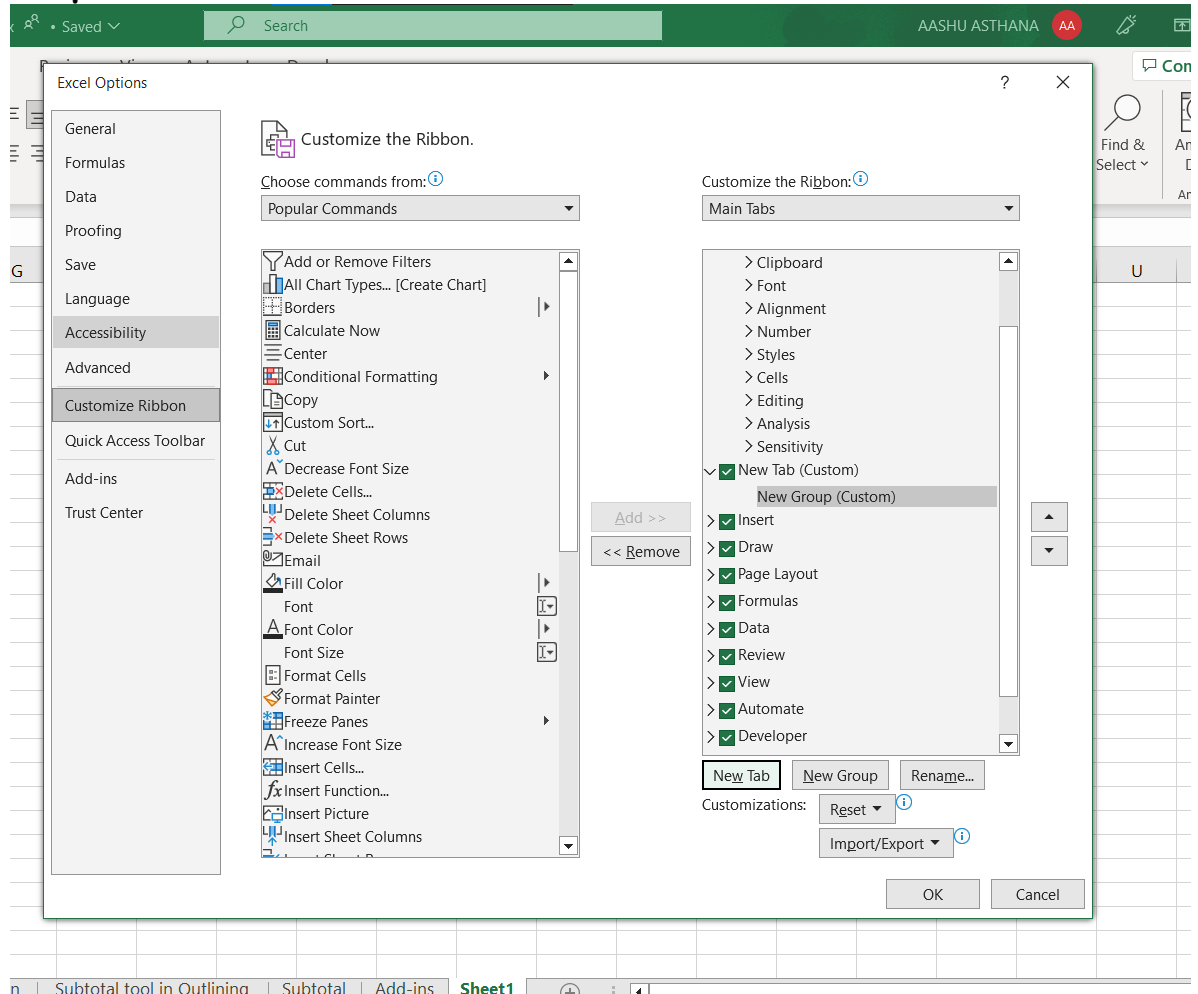**added. Copy and paste the screenshot of the steps you followed.**
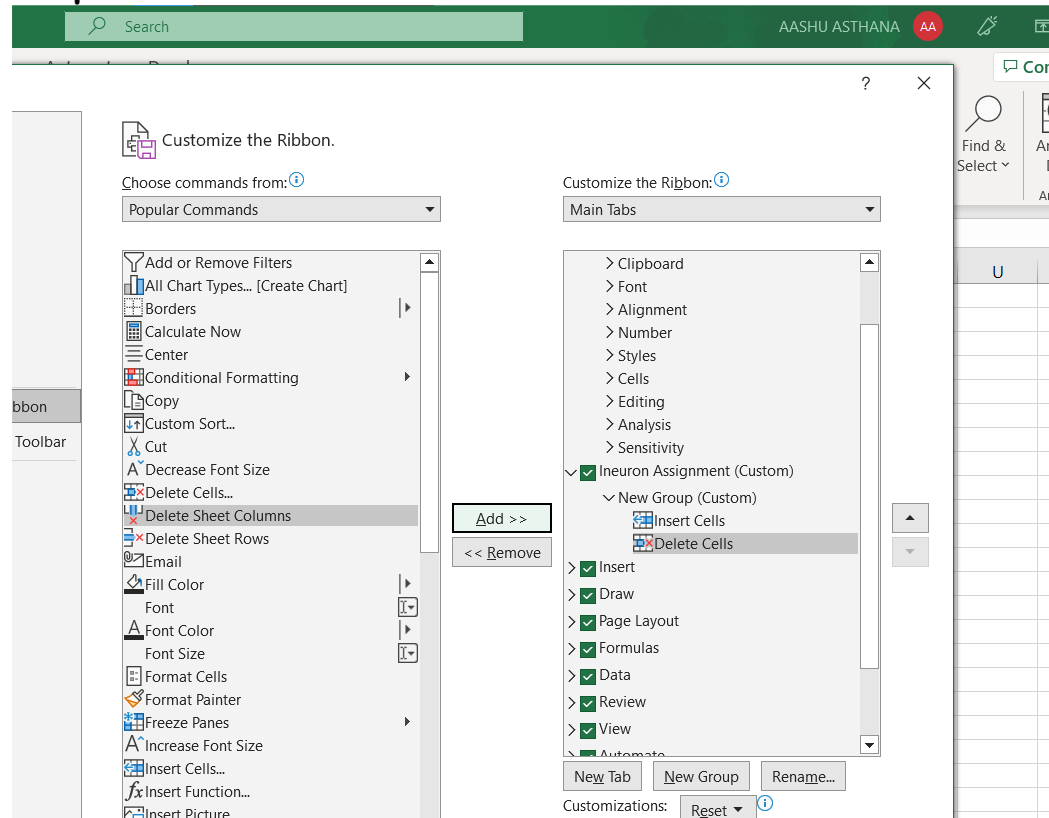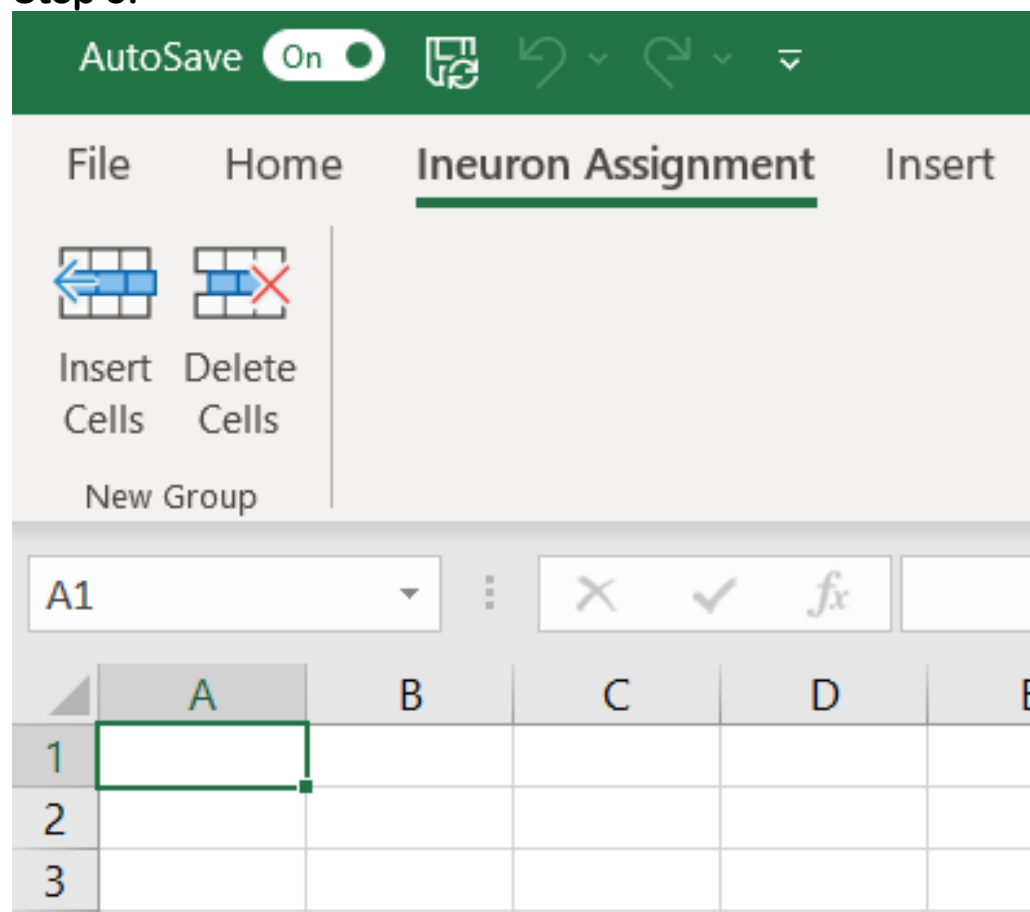
Ans 3 – Steps are as follow:
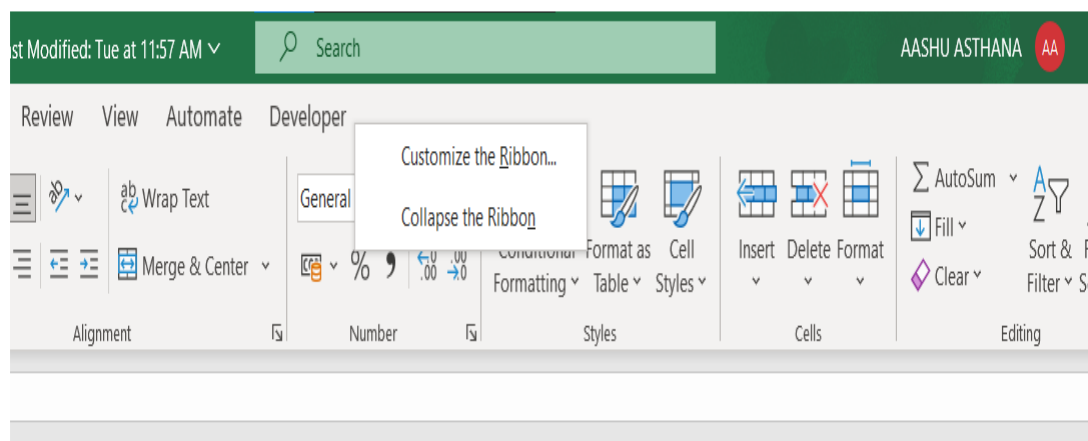
Step 2:
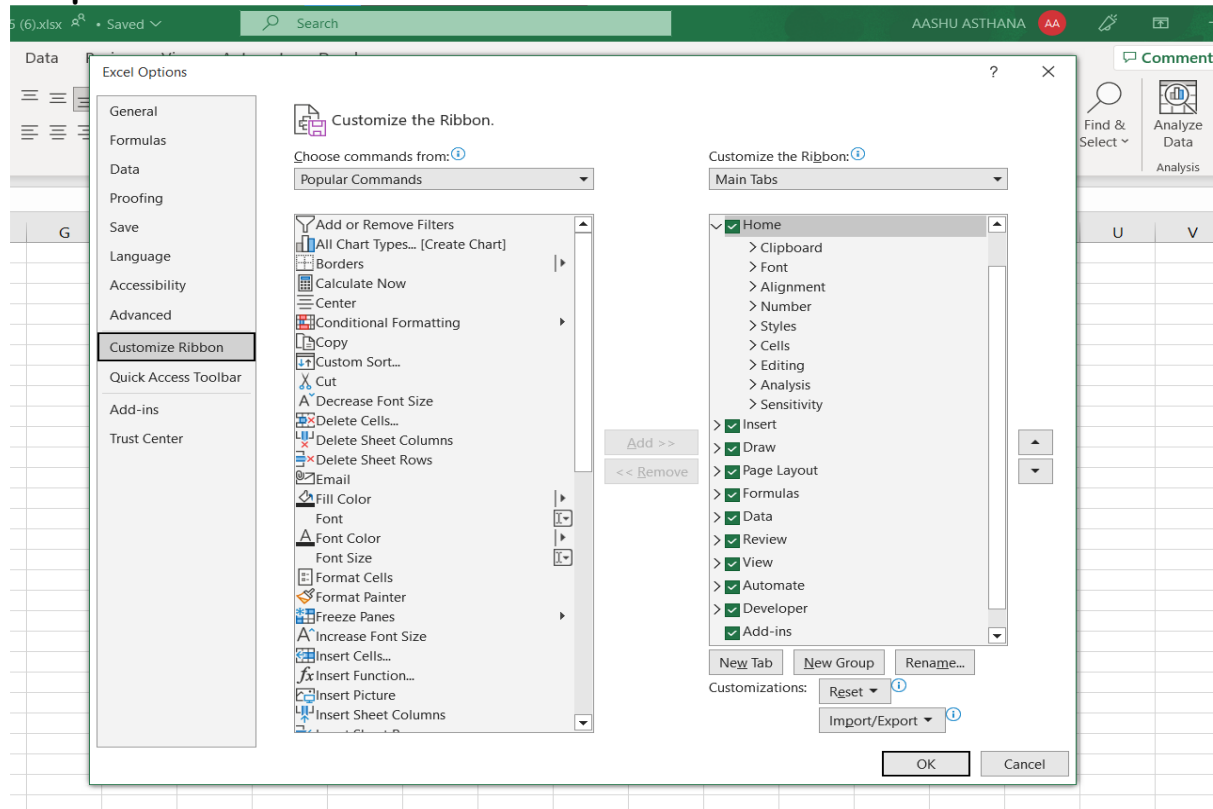
Step 3:

Step 4:

Step 5:

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

Ans 4 –
Ctrl+B: Apple bold formatting
Ctrl+I: Apply italic formatting
Ctrl+U: Apply underline formatting
Ctrl+D: Open the Font dialog box
Ctrl+[or]: Decrease or increase font size one point at a time
Ctrl+=: Apply subscript formatting
Ctrl+Shift+A: Formats all letters as uppercase
Ctrl+Shift+K: Formats all letters as lowercase
Ctrl+Shift+C: Copies the character formatting of a selection
Ctrl+Shift+V: Pastes formatting onto selected text
Ctrl+Space: Removes all manual character formatting from a selection

Que 5 - What distinguishes Excel from other analytical tools?

Ans 5 – It's easy to get started with Excel.in Excel the learning resources are very rich. We can do a lot of things with Excel like - modelling, visualization, create reports, dynamic charts, etc. It can help us to understand the meaning of many operations before further learning other tools such as Python and R

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

Ans 6 - Click the chart sheet or chart where you want to add or change a header or footer element. On the Insert tab, in the Text group, click Header & Footer. Excel displays the Page Setup dialog box. Click Custom Header or Custom Footer.