

Excel Assignment - 6

1. What are the various elements of the Excel interface? Describe how they're used.
2. Write down the various applications of Excel in the industry.
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.



5. What distinguishes Excel from other analytical tools?

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

Answers :

1. There are various excel interface which are follows
2. Quick access toolbar:

This tool bar is located at the top of the excel window and contains a set of commonly used commands.

1. Ribbon:

The robbon is the main toolbar in the excel and contains tabs that organize commans into logical groups. Each tab has a set of commands that are related to a specific task’

1. Formula bar:

The formula bar is located below the Ribbon and displays the contents of the active cell.

1. Name box:

The Name Box is located to the left of the formula bar and displays the address of the active cell. Users can type the address of a cell in the Name Box to quickly select it.

1. 1. Data entry and storage

2. calculation

3. data analysis

4. reporting

5. Accounting

6. sales

7.

1. Ctrl + B = bolds the selected cells

Ctrl + C = italicizer the select cells

Ctrl + U = underline the selected cells

Ctrl + 5 = applies strikethrought to the selected cells

Ctrl + Alt + 1 = opens the format cells dialog box

Ctrl + Shift + # = applies the date format to the seleted cells

1. Excel is a powerful analytical tool.

It is Easy to use it is realtively esay to learn and use, even for users with no prior experience with spreadsheet software.

Excel offers wide range of fratures for data analysis, including formulas, function, charts, and pivote tables.

Excel is a most widely used spreadsheet software in the world. This means that there is large community of users and resourses.