# Excel Assignment - 6

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

The interface components of Excel include the Quick Access Toolbar, Ribbon, Name Box, Formula Quick Menu, Formula Bar, Status Bar, Worksheet View Options, Zoom Slider Control, and the Zo

Quick Access Toolbar
The Quick Access Toolbar is found on the top-left of the Excel window which contains the commonly-used commands in Excel.
This toolbar can be customized and lets you choose which commands you want to access easily.
By default, this contains the save, undo, and redo commands.

Ribbon
The Ribbon interface contains the commands that are available for use in Excel.
This has multiple tabs including the File, Home, Insert, Page Layout, Formulas, Data, Review, View, Add-ins, and Help tabs.
There are tabs that will appear when necessary; for example, the Format tab appears when you click an inserted shape.
The tabs are then subdivided in groups based on the usage of the commands. For example, in the Home tab, the commands are grouped in Clipboard, Font, Alignment, Number, Styles, Cells,

Name Box
The Name Box is an input box which normally displays the name or location of the active cell on the worksheet.
This is also used to directly create a named range. When you open a blank workbook, the selected cell is A1, by default.

Formula Quick Menu
The Formula Quick Menu beside the Name box is a shortcut when you want to insert a function.
If you click the fx option, the Insert Function will pop-up to let you choose which Excel function would you like to use.

Formula Bar
The Formula Bar is found just beside the Formula Quick Menu.
This allows you to enter or edit data, formula or a function that will appear in the selected cell whose name or location appears in the Name Box.

Status Bar

The Status Bar in the bottom-left corner of the Excel window displays various information about the current mode of the workbook.

Worksheet View Options
The Worksheet View Options lets you choose which of the 3 worksheet views you want (Normal, Page Layout, or Page Break Preview). By default, the worksheet view is set to Normal.

Zoom Slider Control
The Zoom Slider Control helps you zoom in and zoom out the worksheet.

Zoom Percentage Indicator
The Zoom Percentage Indicator displays the zoom percentage just beside the Zoom Slider Control. By default, it is set to 100%.

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

In this article, we are discussing some of the major uses of Microsoft Excel that will help us understand the potential of this powerful software and how different people or organizations are using it for their needs. They are as follows:

a. Data Entry and Storage
b. Performing Calculations
c. Data Analysis and Interpretation
d. Reporting and Visualizations
e. Accounting and Budgeting
f. Collection and Verification of Business Data
g. Calendars and Schedules
h. Administrative and Managerial Duties
i. Forecasting
j. 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.

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

a. Ctrl+Shift+! Applies comma formatting.
b. Ctrl+Shift+$ Applies currency formatting.
c. Ctrl+Shift+# Applies date formatting.
d. Ctrl+Shift+% Applies percentage formatting.
e. Ctrl+Shift+^ Applies exponential formatting.

5. What distinguishes Excel from other analytical tools?

A. Excel
Usage Scenarios
a. Data processing work under general office requirements.
b. Data management and storage of small and medium-sized companies.
c. Simple statistical analysis for students or teachers (such as analysis of variance, regression analysis, etc.).
d. Combine Word and PowerPoint to create data analysis reports.
e. Assistant tool of data analysts.
f. Production of charts for some business magazines and newspapers (data visualization).

B. R
Usage Scenarios
The functions of R cover almost any area where data is needed. As far as our general data analysis or academic data analysis work is concerned, the things that R can do mainly include the follo

a. Data cleaning and data reduction.
b. Web crawling.
c. Data visualization.
d. Statistical hypothesis testing (t test, analysis of variance, chi-square test, etc.).
e. Statistical modeling (linear regression, logistic regression, tree model, neural network, etc.).
f. Data analysis report output (R markdown).

C. Python
Usage Scenarios
a. Data crawling.
b. Data cleaning.
c. Data modeling.
d. Construct data analysis algorithms based on the business scenarios and actual problems.
e. Data visualization.
f. Advanced fields of data mining and analysis, such as machine learning and text mining.

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

   Go to Insert > Header or Footer.

   Choose the header style you want to use.

   Add or change text for the header or footer. For more info on things you can do with headers, see Edit your existing headers and footers. To edit a header or footer that's been already created, double-click on it.

   To eliminate a header--like deleting it on the title page--select it and then check the Different First Page box.

   Select Close Header and Footer or press Esc to exit.

   To delete, select Insert > Header (or Footer) > Remove Header (or Remove Footer).