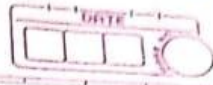


Assignment no 6 Excel



Q.1

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

→ Microsoft Excel XP is a spreadsheet application in the Microsoft Office suite. A spreadsheet (Excel) is an accounting program and the various elements of the Excel are as follows:-

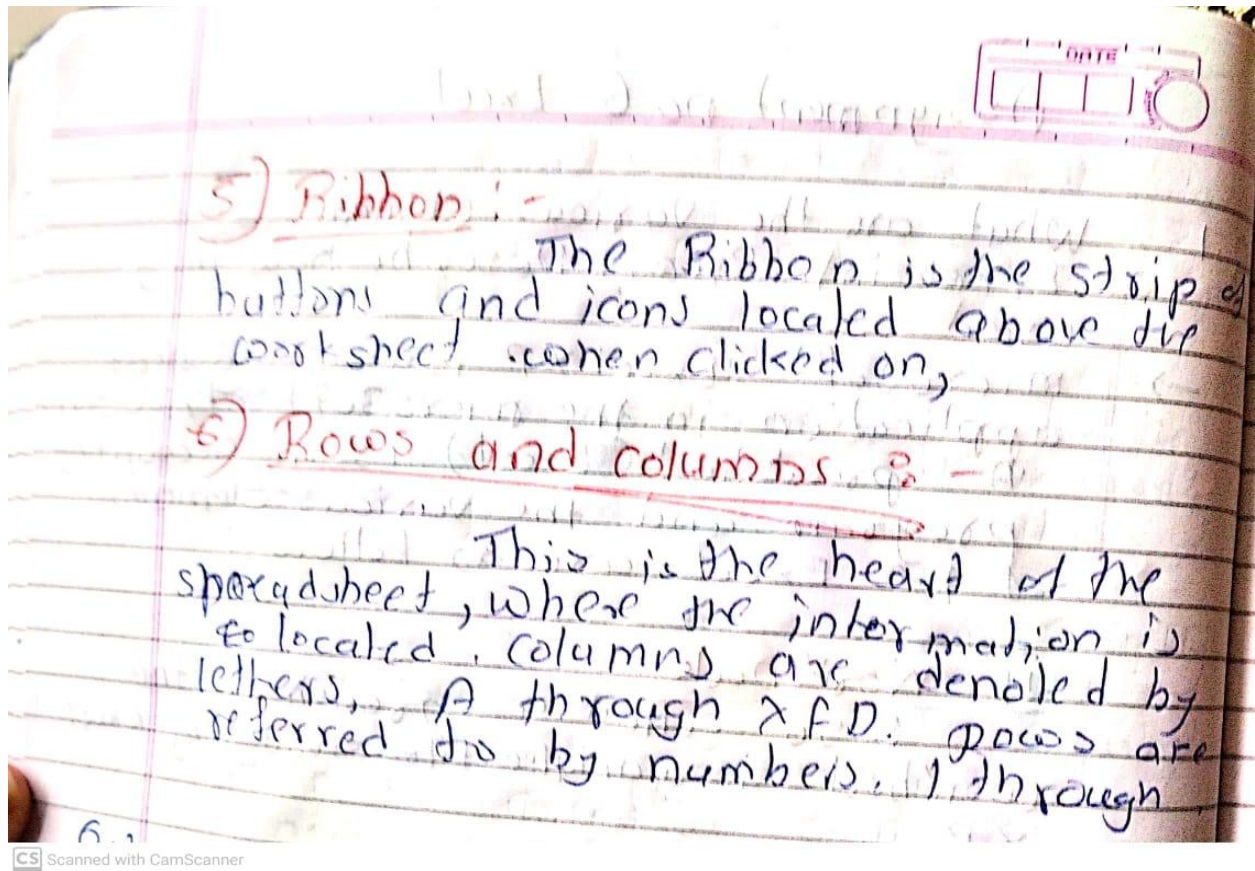
1) Work book :- Also called a spreadsheet, the workbook is a unique file created by Excel XP.

2) Title bar :- The title bar displays both the name of the application and the name of the spreadsheet.

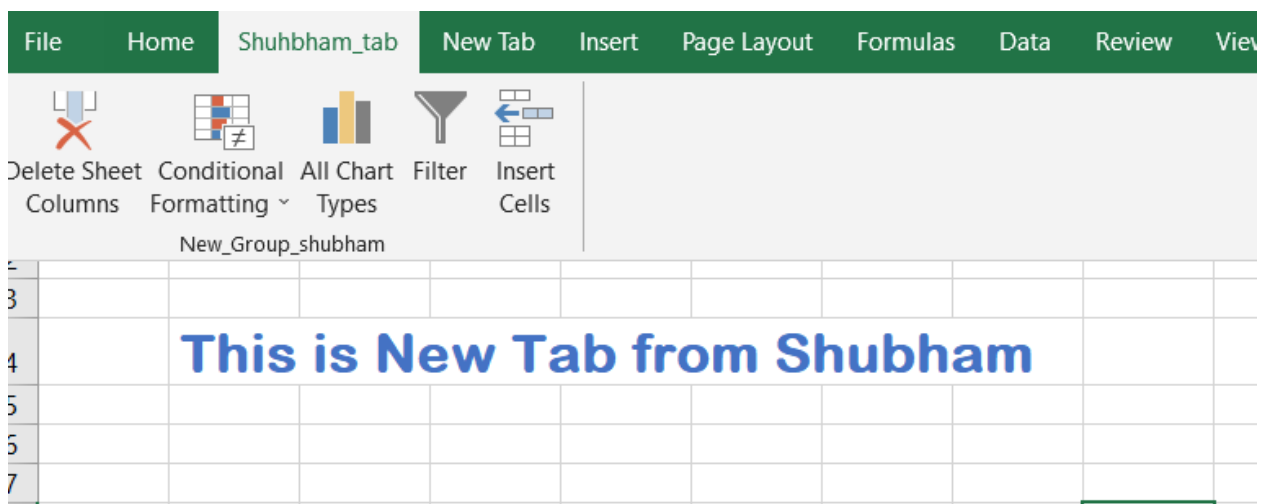
3) Quick Access toolbar :-

The Quick Access toolbar adds frequently used commands to the top of the Excel screen. Make your work go faster by adding commands to the Quick Access toolbar instead of searching through the tabs to find what you need.

4) Formula Bar :- The Formula Bar is located above the worksheet and displays the contents of the active cell. The Formula Bar.



Que2



Que3

Q.3 write down the various applications of Excel in the industry.

→ Microsoft Excel enables users to identify trends and organize and sort data into meaningful categories. Excel also perform Human Resources Functions such as Sorting worked hours and organizing employee profile.

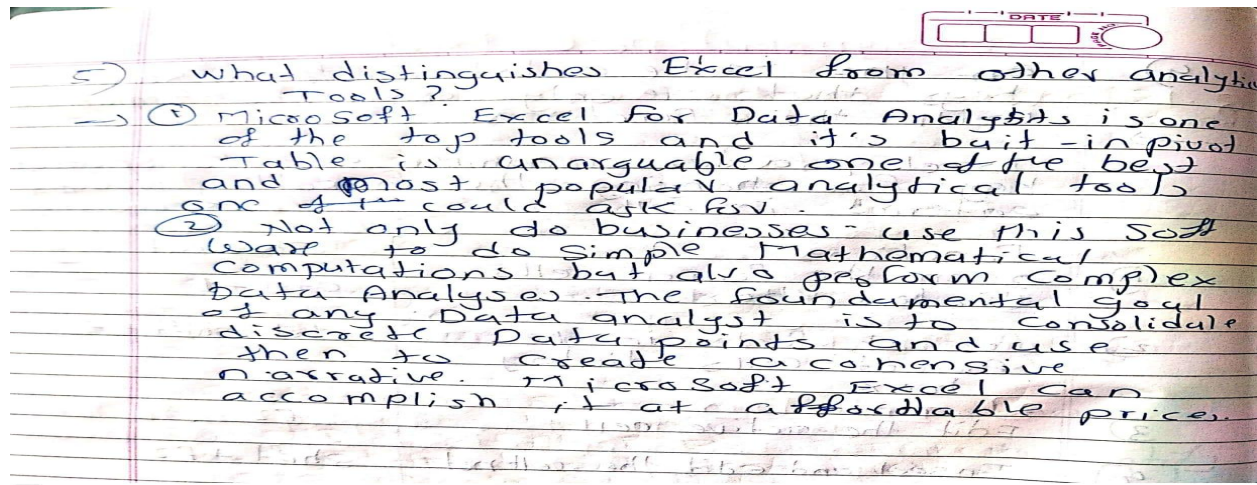
Excel is used to store, analyze and report on large amount of data. It is often used by accounting firms for financial analysis.

- 4) ~~an~~ the Make a list of different shortcut keys that are only connected to formatting with their functions

→ Excel provides a number of useful shortcut key for changing the formatting of data entered in cells

Functions	Shortcut Key
1) open the format cells dialog box	ctrl + 1
2) format fonts in the format cells dialog box	ctrl + shift + F
3) Edit the active cell	F2
4) Insert and edit the cell note	Shift + F2
5) Insert the threaded comment	ctrl + shift + F2
6) open the Delete dialog box	ctrl + (-)
7) Enter the current time	ctrl + shift + colon(:)
8) Italicize text insert or removed	ctrl + 3
9) underline text	ctrl + U

Que5



Que6

	B	C	D	E
	Sample Table			
	Trainers	Pokeballs	Great balls	
	Iva	2	3	
	Liam	5	5	
	Pablo	10	2	
	Jenny	7	1	
	Iben	6	2	
	Kasper	3	4	
	Total	33	17	

6

