Excel Assignment – 6

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

1. Title Bar

2. File Tab

3. Control Buttons

4. Quick Access Toolbar

5. Menu Bar

6. Ribbon/Toolbar

7. Dialog Box Launcher

8. Name Box

9. Formula Bar

10. Scroll Bars

11. Spreadsheet Area

12. Leaf Bar

13. Column Bar

14. Row Bar Cells

15. Cells

16. Status Bar

17. View Buttons

18. Zoom control

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

Financial Analysis, Data Entry, Task Management, Data Management , Charting and graphing , Table formation , Reporting, Budgeting, Inventory Management .

1. 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.

* In the Customize the Ribbon window, under the list of tabs, click the **New Tab** button.

Then Select the newly created tab, named New Tab (Custom), and click the Rename. When done, click **OK** to save.

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

F2 – This shortcut is used to Edit the active/selected cell.

Shift + F2 - This shortcut is used to insert a Cell Note.

Ctrl + 1 – This shortcut is used to open the Format Cells dialog box.

Ctrl + Shift + Plus Sign(+) - This shortcut is used to open the Insert dialog box to insert blank cells.

Ctrl+ Minus sign (-) - This shortcut is used to open the Delete dialog box to delete selected cells.

Ctrl + X – This shortcut is used to Move the data of the selected cell into other cell.

Ctrl + C – This shortcut is used to Copy the data of the selected cell into other cell.

Ctrl + V – This shortcut is used to Paste the data copied into a selected cell.

Ctrl + Alt + V – This shortcut is used to open the Paste Special dialog box.

Ctrl + I – This shortcut is used to make the selected fonts Italic.

Ctrl + B – This shortcut is used to make the selected fonts Bold.

Ctrl + U – This shortcut is used to make the selected fonts Underlined.

Ctrl + D – This shortcut is used to use the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.

Ctrl+ Shift+ Percent sign (%) - This shortcut is used to format the selected cell into Percentage Format.

Ctrl+ Shift+ Dollar sign ($) - This shortcut is used to format the selected cell into Currency Format.

1. What distinguishes Excel from other analytical tools?

It’s easy to get started with Excel.

The learning resources are very rich.

We can do a lot of things with Excel: Modeling, visualization, reports, dynamic charts, etc.

It can help you understand the meaning of many operations before further learning other tools

(such as Python and R)

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

