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 ancd the name of the spreadsheet

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

Column headings – spreadsheet contains 256 columns Each columns 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 applying in the current active cell

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

Ans2 .

Data Entry and Storage

Performing Calculations

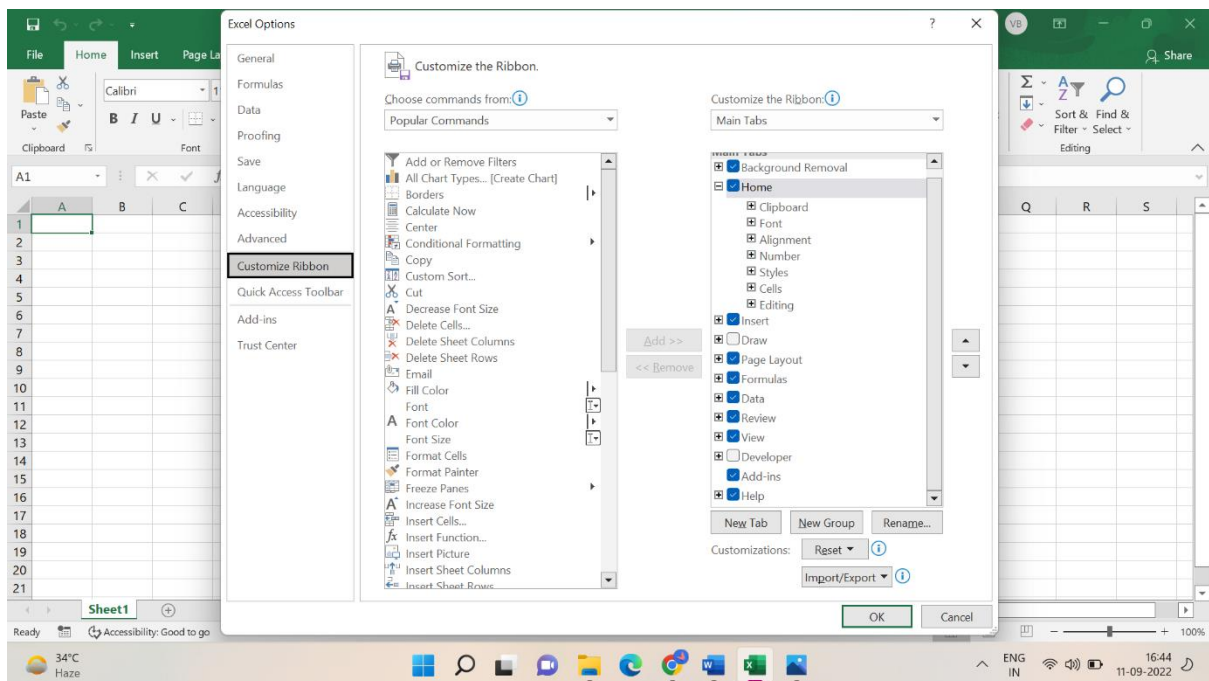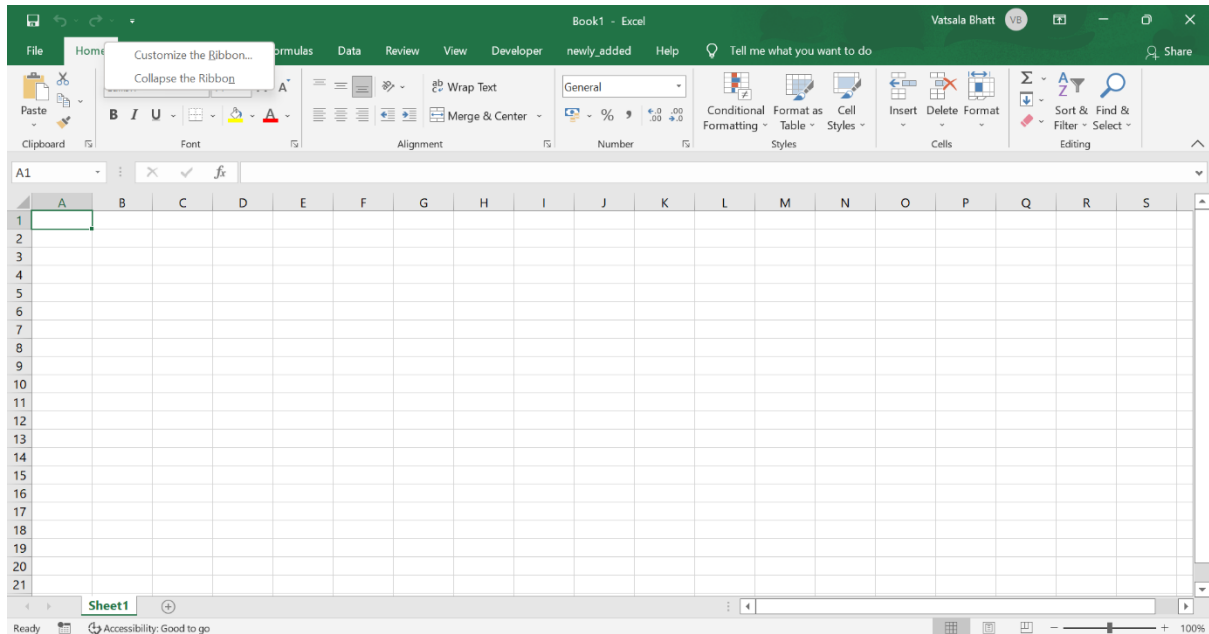Data Analysis and Interpretation

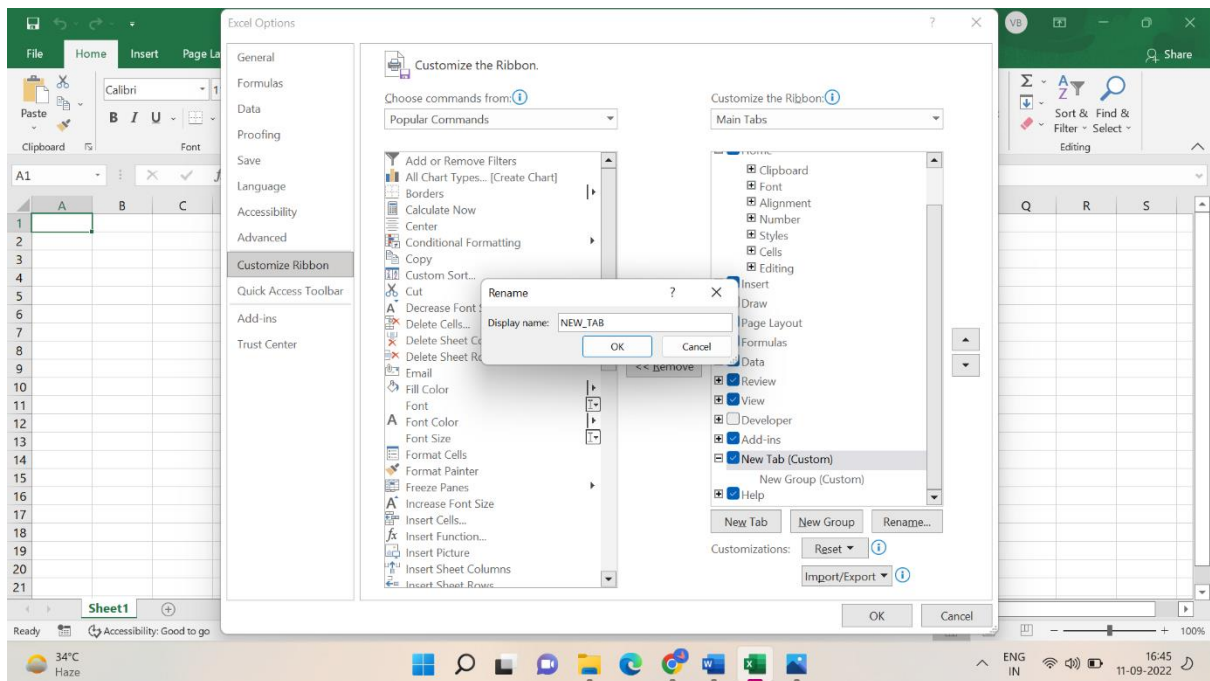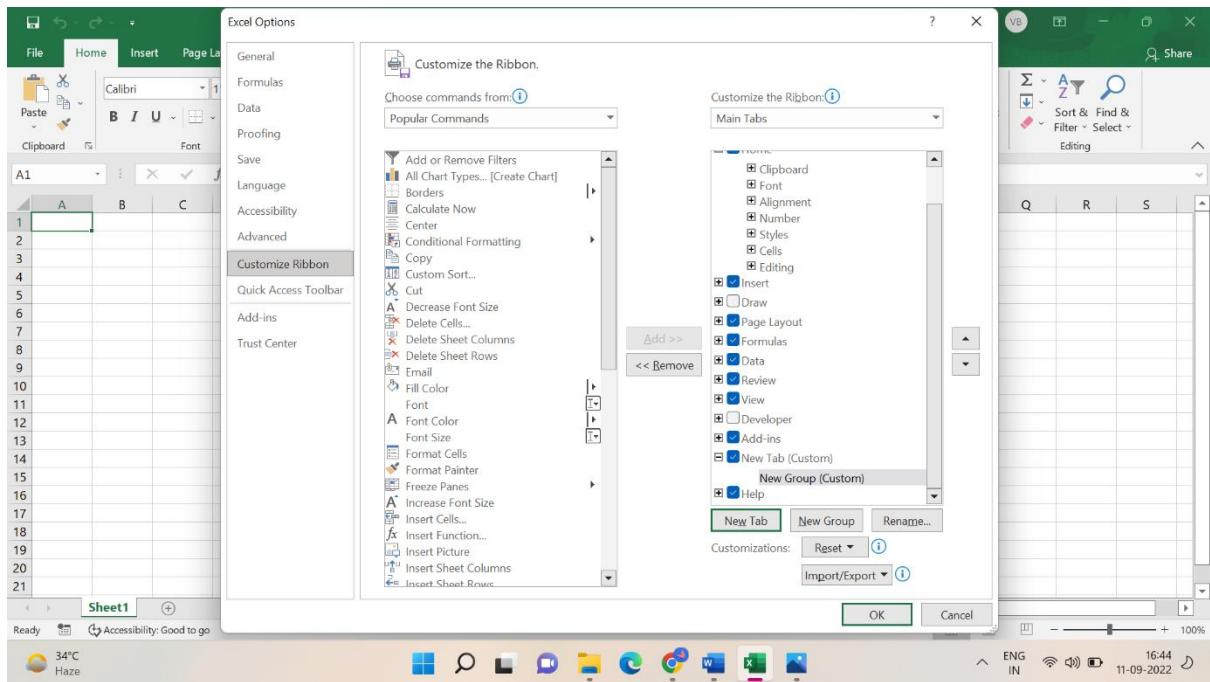Reporting and Visualizations

Accounting and Budgeting
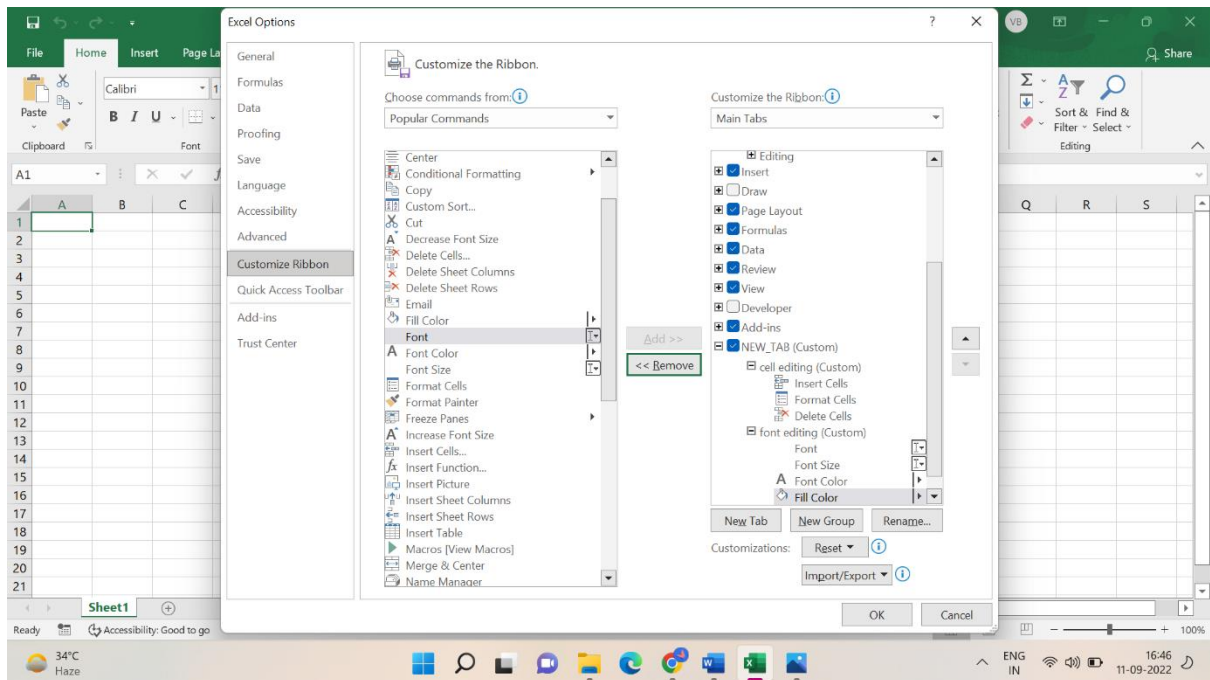
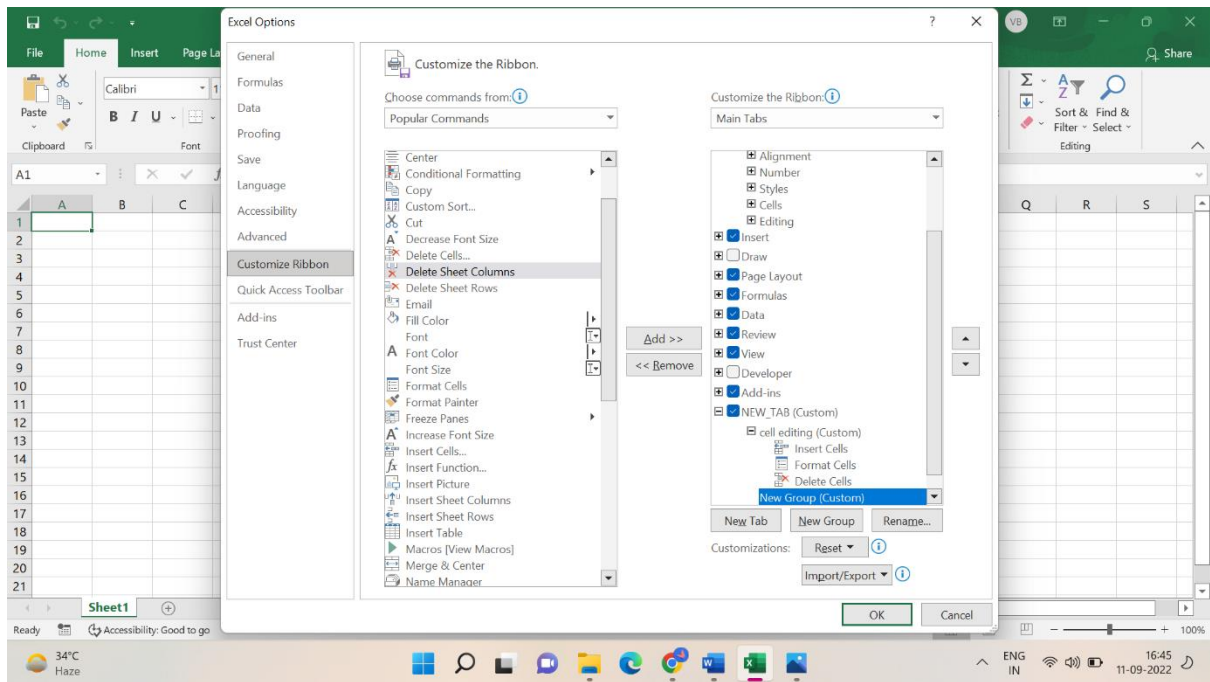Collection and Verification of Business Data

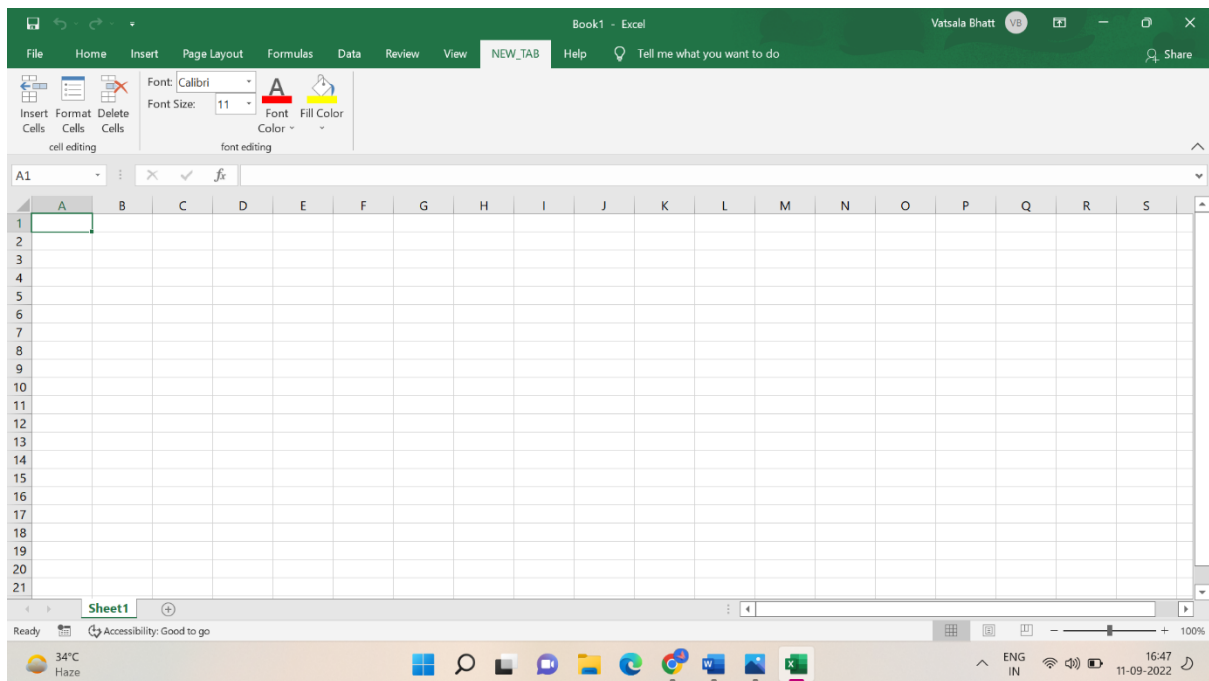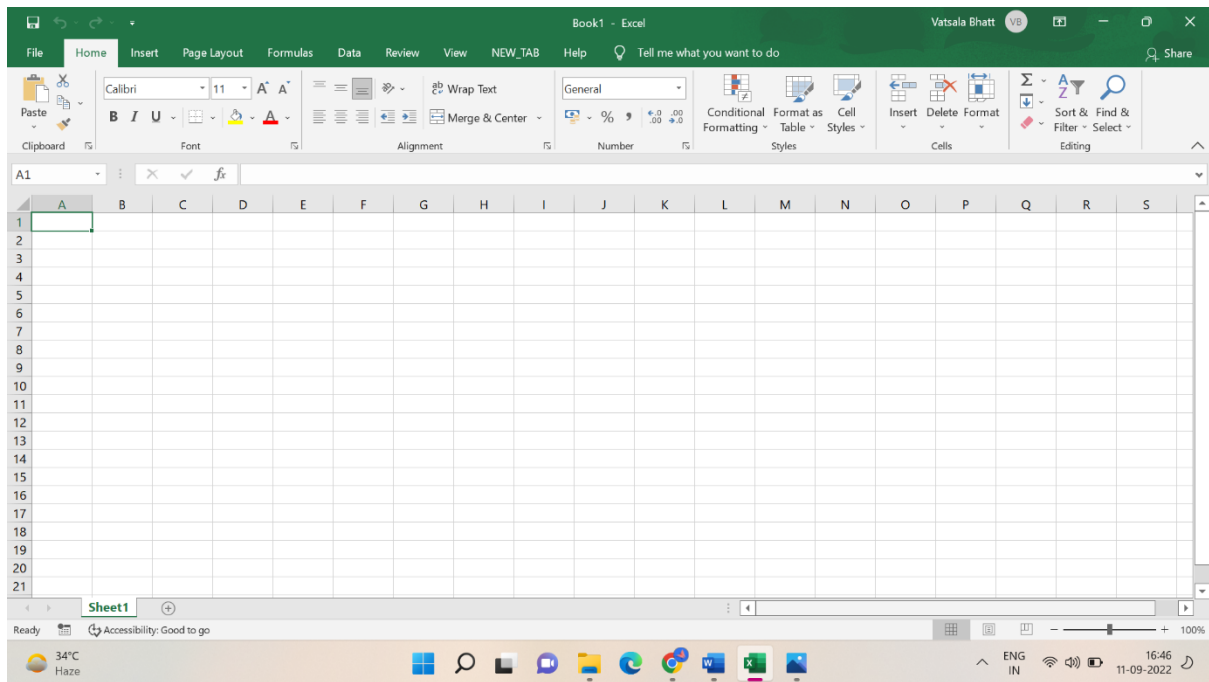Que 3 - On the ribbon, make a new tab. Add some different groups, insert

commands in the groups and name them according to their commands

added. Copy and paste the screenshot of the steps you followed.

Ans 3 -

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.