

## Excel Assignment 6

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

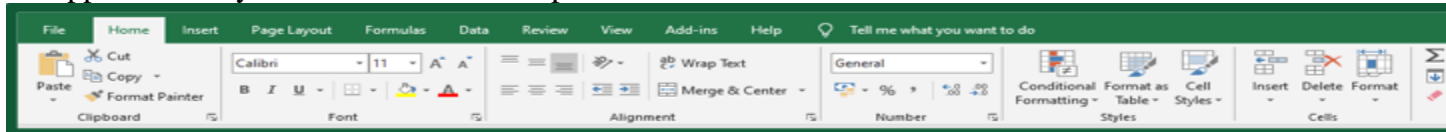
**Ans:** *QUICK ACCESS TOOLBAR*

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*

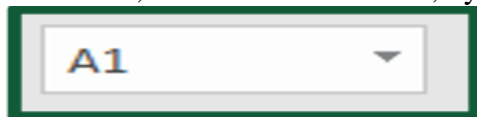
The Ribbon interface contains the commands that are available for use in Excel. This has multiple tabs including the File, Home, Insert, Page Layout, Formulas, Data, Review, View, Add-ins, and Help tabs. There are tabs that will appear when necessary; for example, the Format tab appears when you click 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, and Editing.

*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.



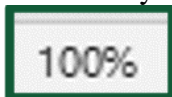
*ZOOM SLIDER CONTROL*

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%.



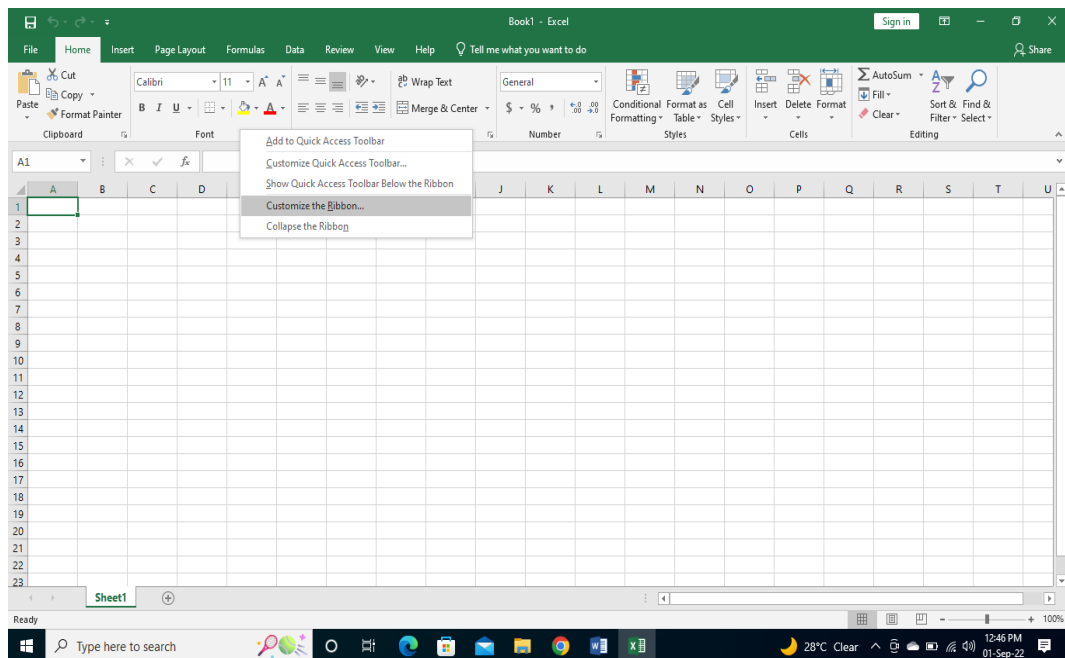
2. Write down the various applications of Excel in the industry.

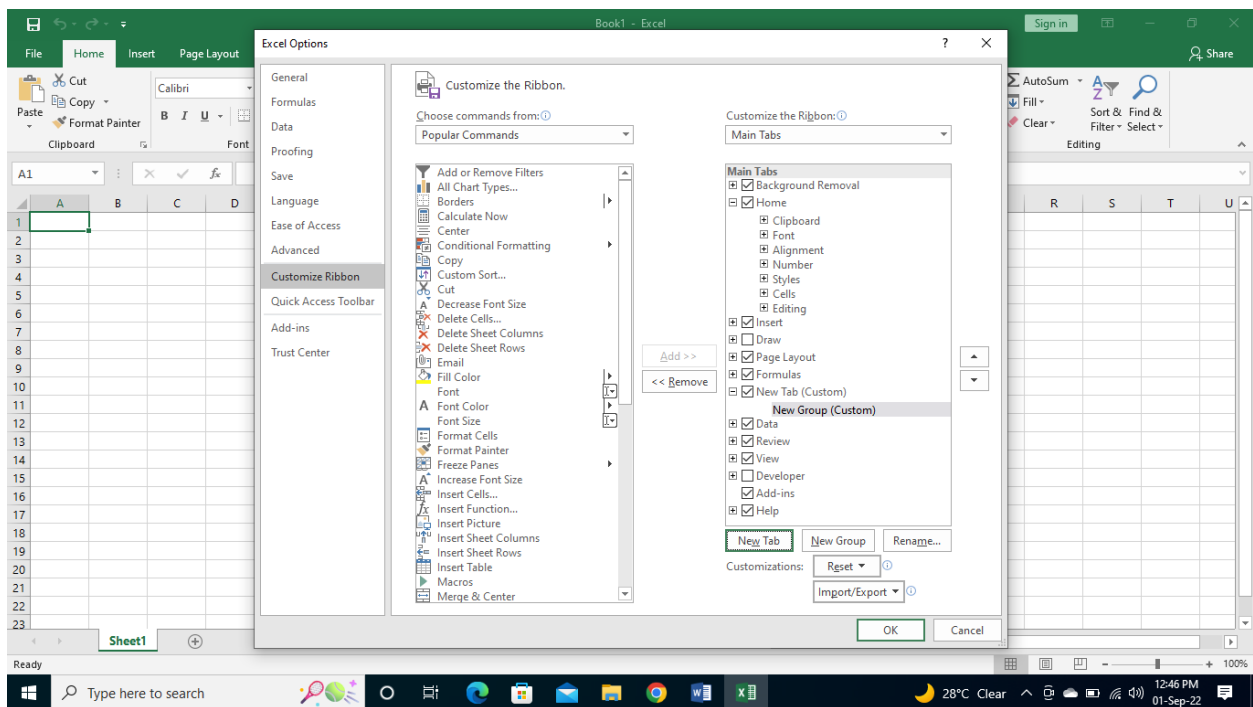
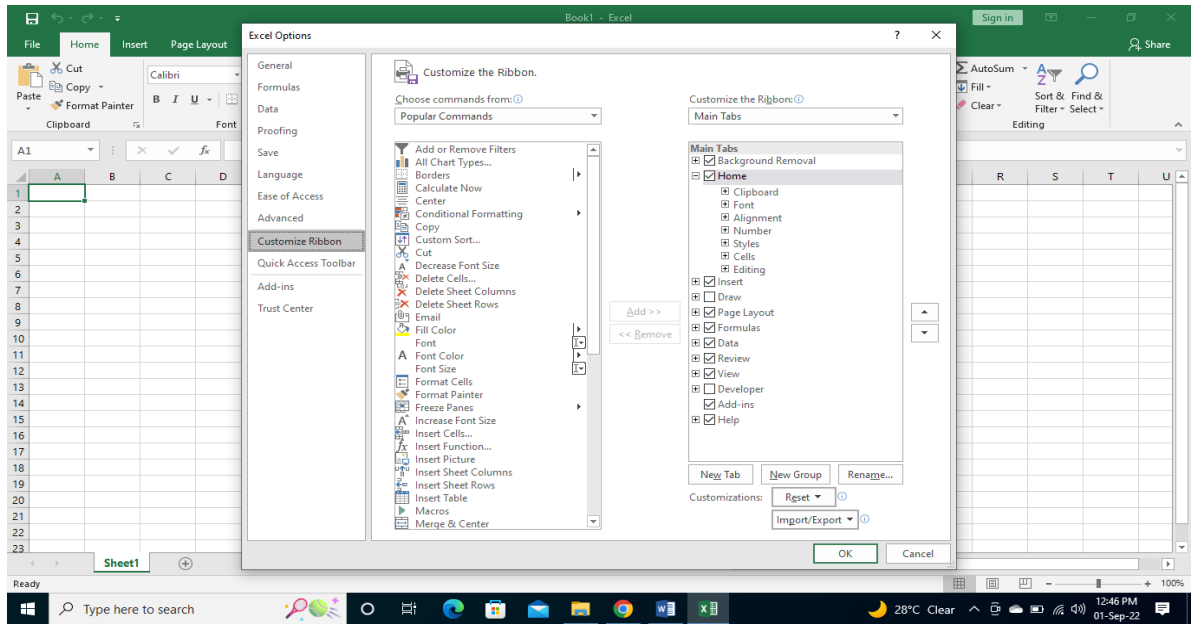
Ans: The various applications of Excel in the industry are:

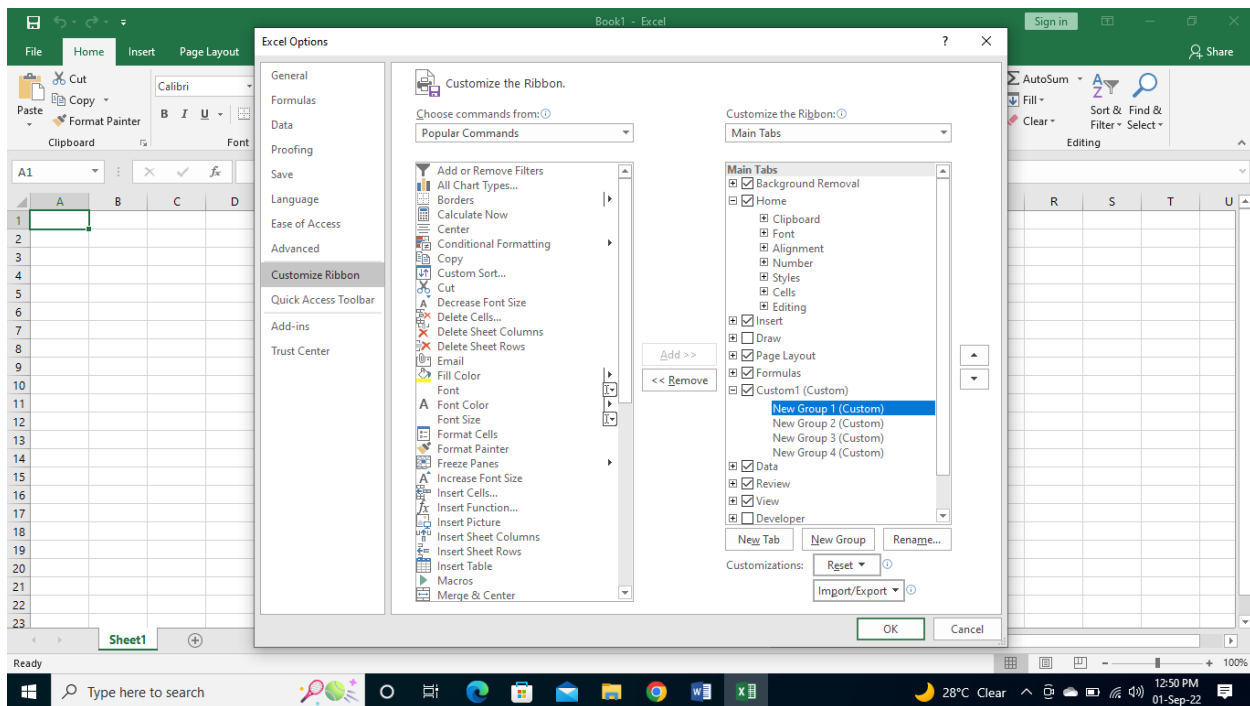
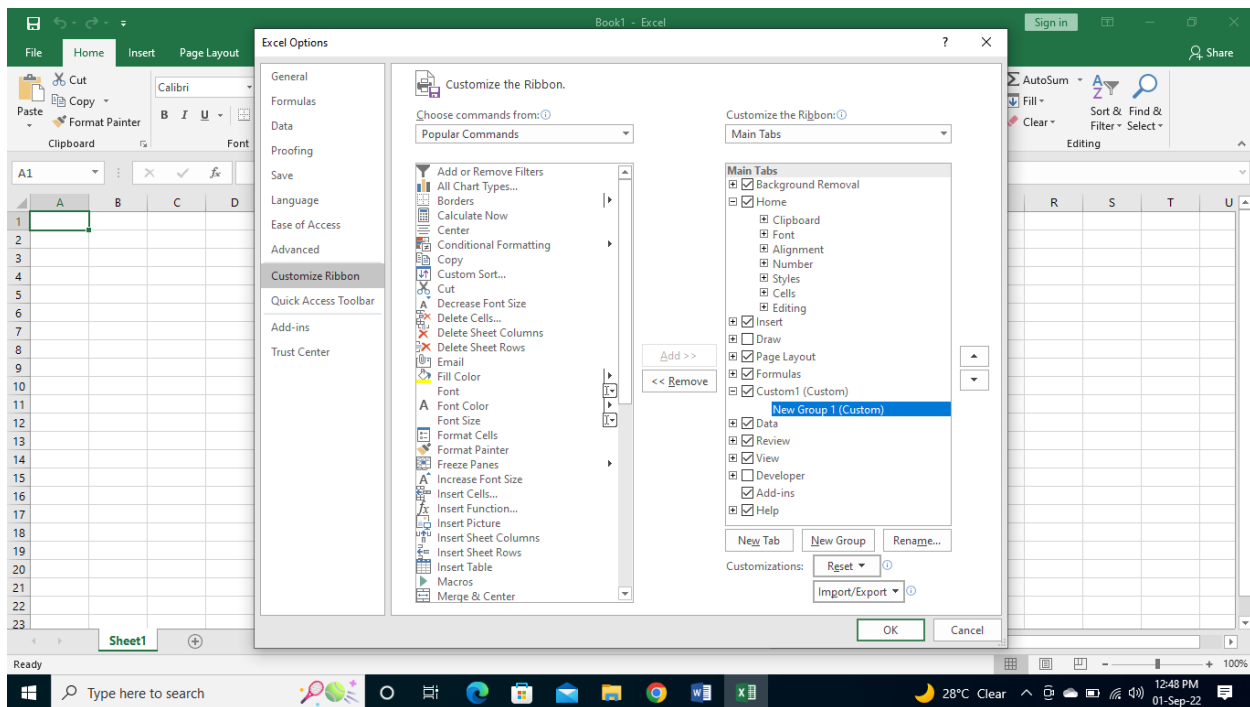
- Data entry
- Data management
- Accounting
- Financial analysis
- Charting and graphing
- Programming
- Time management
- Task management
- Financial modeling

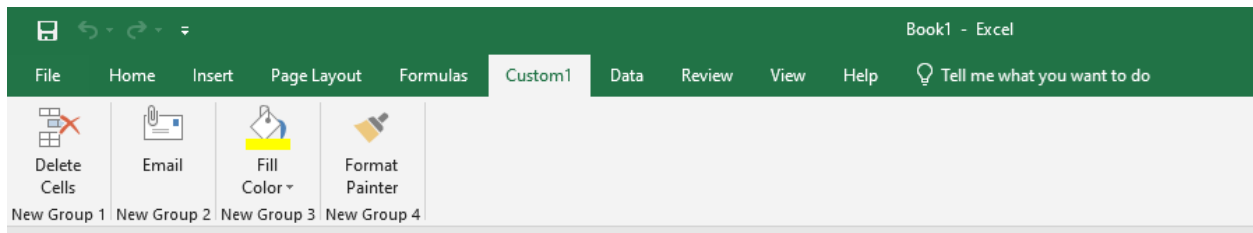
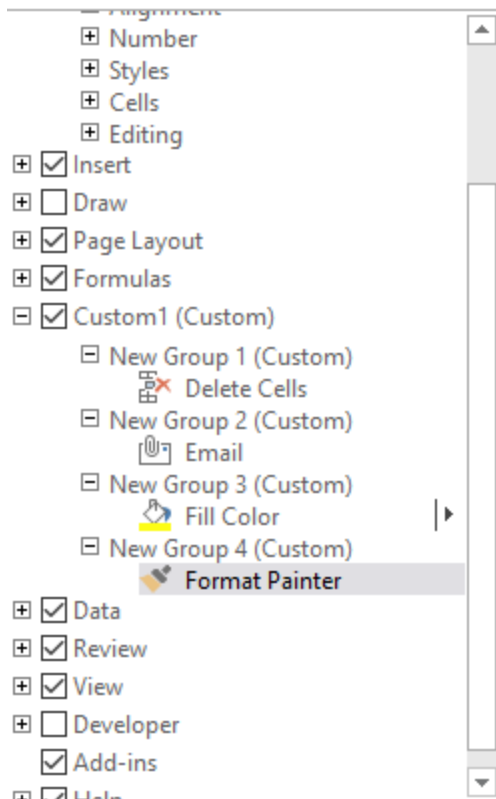
3. On the ribbon, make a new tab. Add some different groups, insert commands in the groups and name them according to their commands added. Copy and paste the screenshot of the steps you followed.

Ans:









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

Ans:

All capital letters	CTRL+SHIFT+A
Bold	CTRL+B
Case of letters	SHIFT+F3
Decrease font size	CTRL+SHIFT+<
Decrease font size 1pt	CTRL+[
Double-underline	CTRL+SHIFT+D
Increase font size	CTRL+SHIFT+>



