

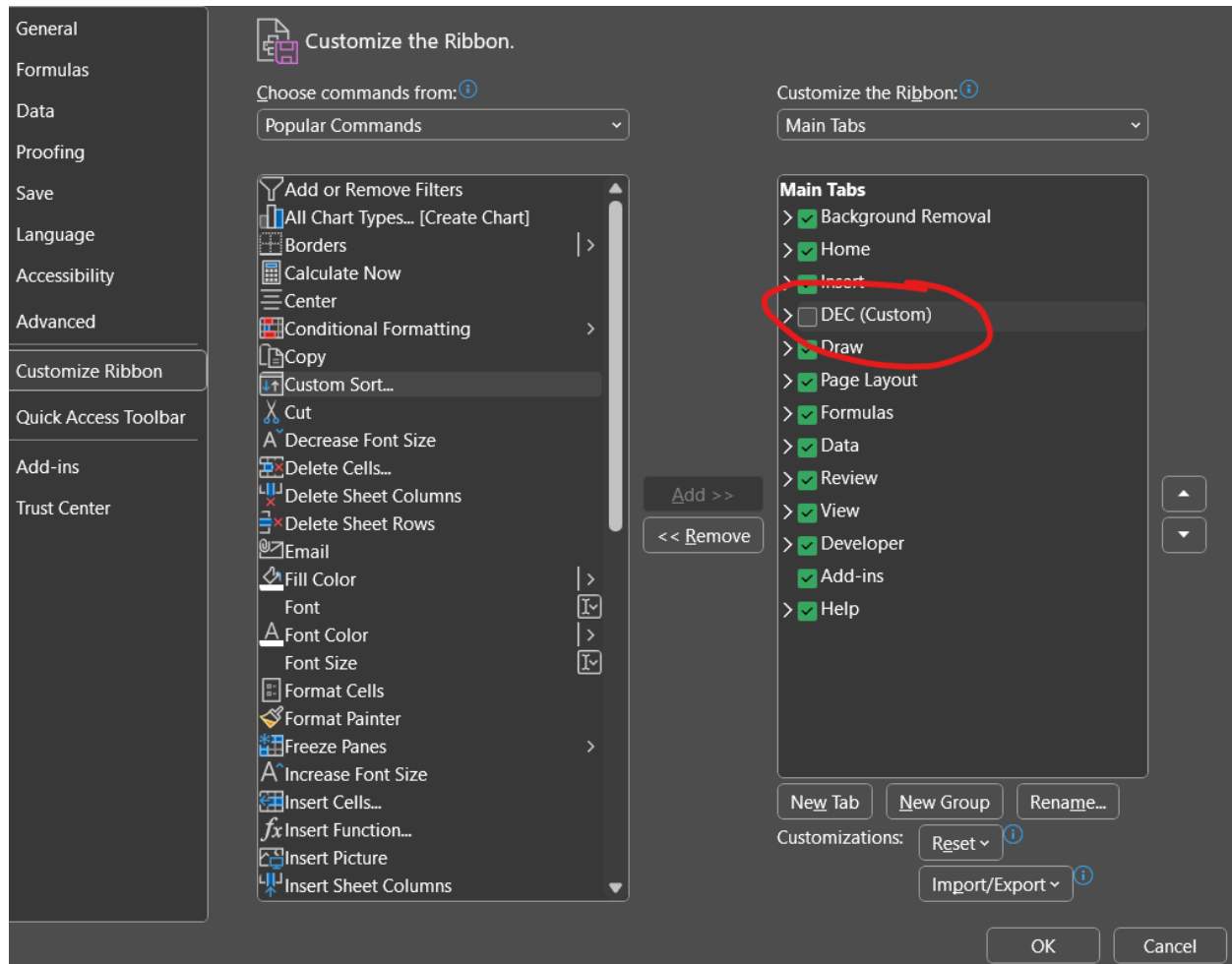
1. What are the various elements of the Excel interface? Describe how they're used.

- *Ribbon Tabs-Ribbon Tab is a tab that organizes commands by topic
- *Ribbon Groups-Grouping of related commands
- *Dialog Box Launcher-Opens a dialog box that includes additional commands
- *Quick Access Toolbar-One click access to any frequently used command
- *Name Box-Displays cell location and can be used to navigate to a cell location
- *Select All Button-Selects all the cells in a worksheet
- *Formula Bar-View, enter, or edit cell contents
- *Insert Function Button -Displays Insert Function dialog box
- *Scroll Bars-Used to navigate up, down, left & right
- *Zoom Slider-Zoom into an area of the worksheet
- *View Buttons-Switch between Normal, Page Layout and Page Break Preview views
- *Worksheet tabs-Tabs used to select individual worksheets
- *The Workspace-The area inside of the columns and rows used in Excel
- *Columns-Columns use letters
- *Rows-Rows use numbers

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

- *Business Analysis
- *Data Analysis
- *People Management
- *Managing Operations
- *Performance Reporting
- *Office Administration
- *Strategic Analysis
- *Project Management
- *Account Management

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.

- *Ctrl+C → Copy selected text or graphics to the Office Clipboard.
- *Ctrl+V → Paste the most recent addition to the Office Clipboard.
- *Ctrl+Shift+A → Format all letters as capitals.
- *Ctrl+B → Applies or removes bold formatting.
- *Ctrl+I → Applies or removes italic formatting.
- *Ctrl+= → Apply subscript formatting (automatic spacing).

5. What distinguishes Excel from other analytical tools?

- *You Can Insert a New Worksheets at Will.
- *Time Saving Shortcut Keys.
- *Get Quick Sum of Numbers.
- *Filtering Data.
- *Paste Special Feature.
- *Insert Random Numbers.
- *Insert Random Fraction Numbers.
- *Goal Seek Analysis Tool.

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



Employee	Item	Region	Units	Rate	Total Sales
Cannar Lee	Sweet Bread	South	470	Rr. 35	Rr. 16,450
Hannah Fraror	Crusty Bread	South	500	Rr. 32	Rr. 16,000
Sania fürher	Sweet Bread	South	415	Rr. 35	Rr. 14,525
Adam hemmingr	Wheat Bread	South	330	Rr. 37	Rr. 12,210
Victaria braun	Unicaiate	South	400	Rr. 35	Rr. 14,000
Irene vance	Dark Bread	South	560	Rr. 25	Rr. 14,000
Jareph marshall	Disckerry	South	130	Rr. 100	Rr. 13,000
Cannar abraham	Milk Cake	South	330	Rr. 45	Rr. 14,850
Nichalar braun	Crusty Bread	South	450	Rr. 32	Rr. 14,400
Jeanne andozran	Almand Cake	South	100	Rr. 100	Rr. 10,000
Caralruzzell	Wheat Bread	South	420	Rr. 37	Rr. 15,540
Amelia campbell	Almand Cake	South	90	Rr. 100	Rr. 9,000
Jean inco	Milk Cake	South	282	Rr. 45	Rr. 12,690
Unruapner	Almand Cake	South	170	Rr. 100	Rr. 17,000
Gabriele	Disckerry	South	105	Rr. 100	Rr. 10,500
Cannar Lee	Unicaiate	North	400	Rr. 35	Rr. 14,000
Hannah Fraror	Dark Bread	North	560	Rr. 25	Rr. 14,000
Sania fürher	Disckerry	North	130	Rr. 100	Rr. 13,000
Adam hemmingr	Milk Cake	North	330	Rr. 45	Rr. 14,850
Victaria braun	Crusty Bread	North	450	Rr. 32	Rr. 14,400
Irene vance	Almand Cake	North	100	Rr. 100	Rr. 10,000
Jareph marshall	Wheat Bread	North	420	Rr. 37	Rr. 15,540
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Jean inco	Almand Cake	North	330	Rr. 37	Rr. 12,210
Unruapner	Milk Cake	North	400	Rr. 35	Rr. 14,000
Gabriele	Almand Cake	North	560	Rr. 25	Rr. 14,000
Cannar Lee	Crusty Bread	West	170	Rr. 100	Rr. 17,000
Hannah Fraror	Almand Cake	West	105	Rr. 35	Rr. 3,675
Sania fürher	Wheat Bread	West	400	Rr. 25	Rr. 10,000
Adam hemmingr	Almand Cake	West	560	Rr. 100	Rr. 56,000
Victaria braun	Milk Cake	West	130	Rr. 45	Rr. 5,850
Irene vance	Almand Cake	West	330	Rr. 32	Rr. 10,560
Jareph marshall	Disckerry	West	450	Rr. 100	Rr. 45,000
Cannar abraham	Unicaiate	West	100	Rr. 37	Rr. 3,700
Nichalar braun	Dark Bread	West	420	Rr. 100	Rr. 42,000
Jeanne andozran	Disckerry	West	90	Rr. 45	Rr. 4,050
Caralruzzell	Milk Cake	West	282	Rr. 35	Rr. 9,870
Amelia campbell	Crusty Bread	West	470	Rr. 32	Rr. 15,040
Jean inco	Almand Cake	West	500	Rr. 100	Rr. 50,000

