1.What do you mean by cells in an excel sheet?

Ans- A cell is a rectangular area formed by the intersection of a column and a row. They are identified by Cell Name (Like C3 means column c and 3rd row.

2.How can you restrict someone from copying a cell from your worksheet?

Ans- Certain steps are to be followed to restrict someone from copying a cell from worksheet they are,

1. Right click on the cell and then click on format cells.
2. Click on protection button.
3. Ensure locked is checked and click ok.
4. You can use this key combination. Alt+P and then P again. This will give you the Protect Sheet pop up
5. Remove the check from selected locked cells, type in a password and click ok. You will need to retype the password.

3.How to move or copy the worksheet into another workbook?

Ans-

a. Right click on the worksheet tab and select Move or Copy.

b. Select the Create a copy checkbox

c. Under Before sheet, select where you want to place the copy

d. Select Ok

4. Which key is used as a shortcut for opening a new window document?

Ans- Cltrl+N

5. What are the things that we can notice after opening the Excel interface?

Ans- Quick Access Toolbar, File Tab, Title Bar, Control Buttons, Menu Bar, Ribbon/Toolbar, Dialog Box Launcher, Name Box, Formula Bar, Scroll bars, Spreadsheet Area , Leaf Bar, Column Bar, Row Bar, Cells, Status Bar, Cells, Status Bar, View Buttons, Zoom Control.

6.When to use a relative cell reference in excel?

Ans-Relative reference cell are used when we need to repeat same calculation across multiple rows or columns. Example- if we copy the formula =A1+B1 from row 1 to row 2, the formula will become =A2+B2.