**EXCEL ASSIGNMENT-1**

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

Solution: An intersection of a row and a column is called a cell. It is referred by its address given by respective column name followed by a row number.

E.g.: B2, where B is the column name and 2 is the row number.

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

Solution: Lock the cells and protect the worksheet with a password to restrict someone from copying a cell from your worksheet.

Steps:

Select the cells

Right click, format cells

Under the protection tab, mark the check boxes for locked

Go to Review tab and Protect sheet

Provide the password for protecting the sheet.

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

Solution: Right click on the tab for the worksheet you want to copy and select “move or copy” from the pop-up menu.

on the “move or copy” dialogue box, select the workbook into which you want to copy the worksheet from the “to book” drop down list.

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

Solution: ctrl+N

1. What are the things that we can notice after opening the excel interface?

Solution: First and foremost is the worksheet. Each Excel workbook can have an unlimited number of worksheets. Worksheets appear as tabs at the bottom of an Excel workbook window.

The worksheet is the main work area in Excel. Worksheets are made up of cells, displayed in a grid created by the intersection of rows and columns. At the bottom and right edges of worksheets, are scroll bars.

When you select one or more cells in a worksheet, the result is referred to as a selection.

In the upper left of the Excel window, you'll find the Quick Access Toolbar, which you can easily customize with the commands most useful to you.

Next is the ribbon. The ribbon is the home for all commands and menus in Excel. It's divided into tabs, and each tab contains a group of related commands.

Below the ribbon, at the left, is the name box. The name box displays the current location of the cursor, and can be used to name cells or ranges.

The name box is part of the formula bar. You can use the formula bar to enter and edit information.

At the bottom of the worksheet window is the status bar. The status bar provides useful information updated on a continual basis. At left, you'll see a current status message. The main area of the status bar contains information about the current selection on the worksheet. The information displayed here can be customized extensively.

To the right are view buttons, which allow you to switch to Page Layout View or Page Break Preview. At the far right is the zoom slider, which allows you to zoom in and out.

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

Solution: Relative cell reference in excel is used when we want to change the cell references when the formula is copied to another cell.

Relative references automatically substitute the value based on the cell where the formula is copied.

It is employed whenever you need to repeat a formula, such as SUM, TRIM, etc.