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

Cells are the boxes you see in the grid of an Excel worksheet, like this one. Each cell is identified on a worksheet by its reference, the column letter and row number that intersect at the cell's location.

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

In order to protect your worksheet from getting copied, you need to go into Menu bar >Review > Protect sheet > Password. By entering password, you can secure your worksheet from getting copied by others.

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

Open the workbook that you want to move the sheet to. On the Window menu, click the workbook that contains the sheet that you want to move. Click the sheet that you want to copy to the other workbook. On the Edit menu, click Sheet > Move or Copy Sheet.

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

Ctrl+N

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

The interface components of Excel include the Quick Access Toolbar, Ribbon, Name Box, Formula Quick Menu, Formula Bar, Status Bar, Worksheet View Options, Zoom Slider Control, and the Zoom Percentage Indicator.

***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.

### *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.

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

 A cell reference is a relative reference, which means that the reference is relative to the location of the cell. If, for example, you refer to cell A2 from cell C2, you are actually referring to a cell that is two columns to the left (C minus A)—in the same row (2).