**Advance Excel Assignment 1**

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

A. A cell if simply put is an intersection of a row and a column. It is the basic

unit of an excel spreadsheet where we can enter numeric values , strings ,

dates, times etc. Each cell has a specific cell address which is a

combination of English letters and numbers. E.g. A1 is the cell address of a

cell in column A and row number 1. Total number of cells in a worksheet is

17,179,869,184.

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

A. At first we need to protect the worksheet:

Click on review tab>click on protect worksheet option>(a dialogue box opens)

Enter a password>uncheck SELECT LOCKED CELLS option(prevents from selecting the locked cells and its contents)

SECONDLY if we want to protect a particular cell and it’s contents then :

Right click on the desired cell>select FORMAT CELLS option>(a dialogue box opens up) click on PROTECTION tab>check the LOCKED option box (prevents the cell contents from being copied and protects the cell)

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

A. to move the worksheet:

RIGHT Click on the active worksheet name tab at the bottom of the worksheet>select the MOVE OR COPY option >(a dialogue box appears)

Select the workbook to which the current sheet has to be moved and also select the sheet before which it is to be placed>Click OK.

To copy the worksheet:

RIGHT Click on the active worksheet name tab at the bottom of the worksheet>select the MOVE OR COPY option >(a dialogue box appears)

Select the workbook to which the current sheet has to be copied and also select the sheet before which it is to be placed>Check the option at the bottom of the box CREATE A COPY>Click OK.

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

A. CTRL+N

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

* QUICK ACCESS TOOLBAR
* TITLE BAR
* PROFILE ICON
* CONTROL BUTTONS
* COMMENTS AND SHARE TAB
* FILE OPTION
* MENU BAR
* TOOLBAR
* DIALOGUE BOX LAUNCHER
* NAMEBOX
* FUNCTION BOX
* FORMULA BAR
* COLUMN BAR
* ROW BAR
* CELLS
* SHEET AREA
* SCROLL BAR
* ZOOM CONTROL
* LEAF BAR(WORKSHEET NAME BAR)
* STATUS BAR
* VIEW BUTTONS
* ZOOM CONTROLS
* PAGE LAYOUT
* PAGE BREAK PREVIEW

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

A. We specifically use relative cell referencing when we need the corresponding cells and their contents for corresponding results. Whenever the cell values keep on changing continuously alongwith the cells according to our desired needs. Relative cell referencing is just the counterpart of absolute cell referencing where the cells and their values are fixed and are needed to be refenced for specific uses.