**Advance Excel Assignment 1**

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

Ans. Cells are the building blocks of the Excel worksheet. It is an object of Excel worksheets. Cell is a rectangular box occurring at the interaction of the row and column. Each cell has its own name or cell address based on it column and row. Columns are numbered as alphabets (A, B, C,..) and rows are number as numeric value (1, 2, 3,…), so cell’s address “A1” signifies the cell belongs to first column (i.e., A) and first row (i.e.1). The information entered in excel get stored in cell.

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

Ans. We can restrict someone from copying a cell from our worksheet by entering password.

Step: - Go to Menu bar > then review > then protect sheet > enter password.

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

Ans. There are various options to perform this tasks by executing existing commands or tools.

The following are the most common and effective methods used to copy one worksheet to another.

1. Copying a worksheet using the **dragging**: - Drag-drop is one of the fastest methods to copy a worksheet in the same Excel workbook.
2. Copying a worksheet using the **right-click**: - Using the right-click menu is another easy and quick method to copy a worksheet or make duplicate worksheets. This method also uses the mouse.
3. Which key is used as a shortcut for opening a new window document?

Ans. Shortcut key for opening a new window document is **Ctrl+N**

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

Ans. When we open excel we notice that toolbar and blank cells get appeared, the **Ribbon**and the **Sheet**. Ribbon is at top of the worksheet and it is called Toolbar and blank space area is called Sheet.

**Sheet** has columns and row, which is used to enter data or contents.

The **Ribbon** provides shortcuts to Excel commands. For example: insert a table, change the font size, or to change the color of a cell, formula bar, status bar.

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

Ans. A relative reference refers to the point of reference applied to a cell or a formula that returns a value which is relative to the cell location. There are mainly two types of cell references: **Relative** and **Absolute**. Relative references change whenever a formula is copied to another cell. We used relative reference when calculations must be repeated.

**Example.**

Consider cells - **A1, A2, A3** and **A4**. Formula to find sum of **A1, A2, A3** and store it in **A4**, in cell **A4** we can use formula **"=A1+A2+A3"**, and as a result sum of A1, A2, A3 (xxx) get stored in A4

Now, with different values of cells **B1, B2,** and **B3**, we need a summation in cell **B4.**

There are two methods for calculating the total. We can use the Excel addition formula in cell **B4** or copy and paste the formula form cell **A4** to cell **B4.**

The answer is not **xxx** when copying cell **A4** and putting it into cell **B4**. This is because cell **A4**, which is copied, has a formula rather than a value.

Cell **A4**'s output is depending on cells **A1, A2,** and **A3.** After copying cell **A4,** moving one cell to the right after copying cell **A1,** becomes **B1, A2** becomes **B2** and **A3** becomes **B3.** As a result, cell **B4** sums the values of cells **B1, B2,** and **B3.**