**Advance Microsoft Excel**

**By Abhishek Sachan**

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

In an Excel sheet, a cell is the basic unit of a spreadsheet that contains a single piece of data. Each cell is identified by a unique combination of a column letter and a row number, such as "A1" or "B2". The intersection of a column and a row forms a cell.

Cells can contain different types of data, such as numbers, text, dates, or formulas. By default, cells are formatted as general, which means Excel tries to interpret the data type based on its contents. However, you can also apply different formatting options to cells to change their appearance and behavior, such as font size, number format, background color, and borders.

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

You can prevent someone from copying a cell from your worksheet by using the "Protect Sheet" feature in Excel. This feature allows you to specify various restrictions on how the sheet can be edited or viewed, including the ability to select and copy cells.

Here are the steps to protect a sheet and prevent cell copying:

1. Open the Excel worksheet that contains the cell you want to protect.
2. Select the cell or range of cells that you want to protect.
3. Right-click on the selected cell(s) and choose "Format Cells" from the context menu.
4. In the Format Cells dialog box, click on the "Protection" tab.
5. Check the box next to "Locked" to prevent the selected cell(s) from being edited.
6. Click "OK" to close the dialog box.
7. Go to the "Review" tab in the Excel ribbon and click on "Protect Sheet".
8. In the Protect Sheet dialog box, specify the restrictions you want to apply. To prevent cell copying, uncheck the "Select locked cells" option.
9. Optionally, you can set a password for the protection to prevent others from turning off the protection without permission.
10. Click "OK" to apply the protection and close the dialog box.

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

To move or copy a worksheet into another workbook in Excel, follow these steps:

* Open the workbook that contains the worksheet you want to move or copy.
* Right-click on the sheet tab of the worksheet you want to move or copy.
* In the context menu, select "Move or Copy".
* In the Move or Copy dialog box, select the destination workbook from the "To book" dropdown list.
* If you want to move the worksheet, select the position where you want to move it to under "Before sheet".
* If you want to copy the worksheet, check the "Create a copy" box.
* Click "OK"

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

The keyboard shortcut for opening a new window document can vary depending on the operating system and the application you are using. Here are some common keyboard shortcuts for opening a new document window:

* Windows: Ctrl + N
* Mac: Command + N
* Linux: Ctrl + N

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

* Ribbon: The Ribbon is a collection of tabs that contain commands for working with Excel. The tabs are organized into groups, and each group contains related commands.
* Workbook: The workbook is the main file that you work with in Excel. It contains one or more worksheets, which are the individual pages that you enter and manipulate data on.
* Worksheet: The worksheet is where you enter and manipulate data in Excel. It is divided into rows and columns, which create cells where you can enter text, numbers, and formulas.
* Formula Bar: The Formula Bar displays the contents of the active cell, including any formulas or data that you have entered.
* Status Bar: The Status Bar displays information about the current status of Excel, such as the sum or average of selected cells, or the current mode of the keyboard.
* Quick Access Toolbar: The Quick Access Toolbar is a customizable toolbar that contains shortcuts to frequently used commands, such as Save, Undo, and Redo.
* Title Bar: The Title Bar displays the name of the current workbook and the name of the application, which is Excel.

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

A relative cell reference is a reference that changes based on the position of the formula that contains the reference. This means that if you copy or fill the formula to another cell, the reference will change based on the position of the new cell.

Relative cell references are typically used when you want to perform the same calculation on multiple cells or when you want to create a formula that is flexible enough to be used in different parts of a worksheet.