

# Advance Excel Assignment 1

Aditya Sen - FSDA

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

Ans. Cells are individual rectangular units where you can enter and store data. Cells hold various types of data such as numbers, text, dates, formulas, or functions. You can perform calculations, manipulate data, and format cell contents.

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

Ans. Select the cell or range of cells that you want to protect from being copied. Right-click on the selected cell(s) and choose "Format Cells" from the context menu. In the "Format Cells" dialog box, go to the "Protection" tab. Uncheck the "Locked" option. By default, all cells are locked. Click "OK" to close the dialog box.

Now, someone not able to copy call from worksheet.

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

Ans. Open both the source workbook (containing the worksheet) and the destination workbook. Select the worksheet you want to move or copy. Right-click on the worksheet's tab and choose "Move or Copy..." In the dialog box, select the destination workbook. Choose the position for the worksheet in the destination workbook. Check the "Create a copy" checkbox to copy the worksheet or leave it unchecked to move the worksheet. Click "OK" to complete the move or copy operation.

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

Ans. Ctrl+N, shortcut key can be used for opening a new window document.

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

Ans. After opening the Excel interface, we will notice: Ribbon Workbook with multiple worksheets Cells Formula Bar Status Bar Quick Access Toolbar.

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

Ans. Relative cell references in Excel are used when you want a formula to adjust its reference based on the location where it is copied or filled. It allows the formula to adapt automatically as it is moved to different cells.