

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

ANS) A cell is a rectangular area formed by the intersection of a column and a row in an excel sheet.

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

ANS) We can protect our excel sheet from copy-paste by making it read-only.

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

ANS) On the Edit menu, click Sheet > Move or Copy Sheet.

Select the Create a copy checkbox.

Under Before sheet, select where you want to place the copy.

Select OK.

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

ANS) Ctrl+N keyword is used as a shortcut for opening a new window document.

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

ANS) following are the things that we can notice after opening the Excel interface, workbook, title bar, menu bar, toolbar, column headings, row headings, namebox, formula bar, cell, navigation buttons and sheet tabs.

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

ANS) Relative references are especially convenient whenever you need to repeat the same calculation across multiple rows or columns.