ASSINGMENT -1

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

ANSWER:

Cells in excel are intersections of row and column, we can also say a place where a row and column meets. Columns are identified as letters and rows are identified as numbers. Cells are basic building blocks of a worksheet.

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

Answer:

To restrict copying a cell from worksheet need to go into menu bar>

Review>protect sheet>password, by entering password any one can

Secure worksheet from getting copied.

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

Answer:

Right Click on the worksheet you want to move then select copy or move and then click the workbook that want to move to sheet to or just simply *click on the sheet tab that you want to copy, hold the ctrl key and drag the tab where you want it.*

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

Answer:

To open a document ctrl+o

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

Answer:

Quick access tool bar, Ribbon, Name box, Formula quick menu, Formula bar, Worksheet view option, Status bar, zoom percentage indicator.

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

Answer:

Relative references are specially convenient whenever we need to repeat the same calculation across multiple rows and columns.