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

Ans -   
In an Excel spreadsheet, a "cell" refers to the intersection point of a row and a column, forming a rectangular unit where data can be entered, displayed, or manipulated. Each cell is uniquely identified by its column letter and row number, such as "A1" or "D5".

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

Ans - **Select the Cells to Protect**:

* + Click and drag to select the cells or range of cells that you want to protect from being copied.

**Protect the Worksheet**:

* + Go to the "Review" tab on the Excel ribbon.
  + Click on "Protect Sheet" in the "Changes" group.
  + In the "Protect Sheet" dialog box, you can set a password to protect the sheet, if desired, and then click "OK".

**Select Editing Permissions**:

* + When you protect the worksheet, a dialog box will appear where you can specify the editing permissions for the protected cells.
  + By default, all cells are locked when you protect the worksheet. You need to unlock the cells that you want users to be able to edit.
  + To unlock specific cells, right-click on the selected cells, choose "Format Cells", go to the "Protection" tab, and uncheck the "Locked" checkbox. Click "OK" to apply the changes.

**(Optional) Apply Protection Settings**:

* + In the "Protect Sheet" dialog box, you can specify additional protection settings, such as allowing users to insert or delete rows or columns, select locked cells, or format cells.
  + Choose the settings that fit your needs and click "OK" to protect the worksheet.

**Test the Protection**:

* + Once the worksheet is protected, users will be able to view the contents of the protected cells but will not be able to copy them or make changes unless you've explicitly allowed editing permissions for those cells.

1. How to move or copy the worksheet into another workbook?
2. Ans - Open both workbooks.
3. Select the worksheet you want to move or copy.
4. Right-click on the selected worksheet tab.
5. Choose "Move or Copy..." from the context menu.
6. Select the destination workbook from the dropdown list.
7. Choose the location for the worksheet within the destination workbook.
8. Click "OK".
9. Verify the result in the destination workbook.

Top of Form

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

Ans-CTRL + N

1. What are the things that we can notice after opening the Excel interface?
2. Ans - Ribbon
3. Quick Access Toolbar
4. Worksheet Area
5. Status Bar
6. Formula Bar
7. Title Bar
8. Workbook Tabs
9. File Menu (Backstage View)

Top of Form

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

Ans - You would use a relative cell reference in Excel when you want a formula to adjust automatically when copied or filled into adjacent cells. Relative cell references are the default type of reference in Excel, and they change based on the position of the formula relative to the referenced cells.