Excel Assignment 1

1. What do you mean by cells in an excel sheet?
2. How can you restrict someone from copying a cell from your worksheet?
3. How to move or copy the worksheet into another workbook?
4. Which key 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?
6. When to use a relative cell reference in excel?
7. In simple words cells are the intersection of rows and columns. Every worksheet is made up of thousands of rectangles which are called cells.
8. In order to restrict someone from copying a cell from your worksheet we need to protect the sheet using a password. The following could be done:-

Menu bar -> Review -> Protect Sheet -> Password.

1. Firstly, open both the workbooks (Source & Target)

Choose View Side By Side from the View Tab

Click the sheet tab in the source workbook and drag it to the target workbook

If you want to perform the copy operation, just hold Ctrl Key while dragging it to the target workbook

1. Ctrl + N is used as a shortcut for opening a new window document.
2. Upon opening an excel sheet the following interface could be found:-

Active cell, Quick Access Tool BAR, Row Number, Column Number, Ribbon, Formula Bar

1. Relative Cell Reference should be used whenever, you need to repeat the same calculation across multiple rows or columns.