**Advance Excel Assignment 1**

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

Ans: Cell is a rectangular box which occurs at the intersection of a vertical column and a horizontal row in excel worksheet.

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

Ans: Onthe worksheet**,** select the cells wewant to lock**.** Press Ctrl+Shift+F again. On the Protection tab, check the Locked box, and click OK. Then protect the sheet, click Review > Protect Sheet.

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

Ans: On the Edit menu, click Sheet > Move or Copy Sheet.

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

Ans: To create a new blank file or email, press Ctrl+N.

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

Ans: Title bar, Menu bar, Column, Row, Name box, Formula bar, Cell, Navigation buttons and sheet tabs.

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

Ans: Relative cell references are especially used whenever we need to repeat the same calculation across multiple rows or columns.