ASSIGNMENT-1

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

**Ans:** The cells in Excel are combinations of rows and columns, or, in other words, cells are the intersection of a row and a column, or where row and column meet. The vertical section Is called a column, and horizontal sections are called rows. Columns are identified by letters (A, B, and C),, while rows are identified by numbers (1, 2, 3) Each cell has its own name, which is a combination of row and column names.

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

**First,** we select the cell that we have to protect. Then press CTRL+SHIFT+F **(to open the format cells) and go** to the protection tab. checked, looked, and then was okay.

Last, go to the review tab and select Protect Sheet. Enter the password in order to protect the sheet.

1. **How do I move or copy the worksheet into another workbook?**

**Ans-Right-click on the worksheet tab; the option "move or copy" appears; select the create the copy checkbox.**

And last, select where you want to copy or place the data, and then click OK.

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

**Ans: The required shortcut key is ctrl+N to create a new file.**

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

**Ans-** There are so many things we notice when we open Excel, but I am discussing some important points: the Excel startup screen appears, and a blank spreadsheet is displayed. On the top of the spreadsheet, there are so many sections where we perform multiple operations. The required sections are File, Home, Insert, Page Layout, Formula, Data Review, View, and Help.

And at the bottom of the sheet number is a plus (+) icon by which we can add a new sheet.

1. **When should I use a relative cell reference in Excel?**

**Ans:** The cell reference is a basic cell reference that adjusts or autofill the cell as the parent cell does. E.g., when we apply the lookup formula to a single cell, we simply drag the cursor in order to fill in all the required values in the selected cell.