

Advance Excel Assignment 1

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

- Cells are the boxes you see in the grid of an Excel worksheet

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

- To protect your worksheet from getting copied, you need to go into Menu bar >Review > Protect sheet > Password. By entering the password, you can secure your worksheet from getting copied by others.

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

- Click the sheet that you want to copy to the other workbook. On the Edit menu, click Sheet > Move or Copy Sheet. On the To book menu, click the workbook that you want to move the sheet to.

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

- Ctrl + N

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

- Quick Access Toolbar, Ribbon, Name Box, Formula Quick Menu, Formula Bar, Status Bar, Worksheet, etc..

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

- whenever you need to repeat the same calculation across multiple rows or columns.