**Advance Excel Assignment 1**

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

**Ans: -** In Excel sheet, cell is an intersection point of a row and a column. Column are identified by letter (A, B, C) while row are identified by number (1,2,3).

**Ex: -** column B row 5 is called cell B5.

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

**Ans: -** Firstly open a worksheet we want to protect then go to Review tab and click protect sheet button thereafter in the protect sheet popup check protect worksheet and contents of locked cell option and a password and click the ok option.

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

**Ans: -** Right-click on a worksheet tab and select Move or Copy option then choose where you want the worksheet, if you want to copy the worksheet select Create a copy then click the ok option.

1. **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?**

**Ans: -**After opening the Excel interface, there are several things you can notice and interact with:

1. **Ribbon Menu**
2. **Search box**
3. **Name box**
4. File tab
5. Title bar
6. view button
7. **Worksheet Tabs**
8. **Cells and Grid**
9. **Formula Bar**
10. **Formatting Options**
11. **AutoFill Handle**
12. **Cell References and Formulas**
13. Status bar
14. Zoom control
15. Leaf bar

Etc.

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

**Ans: -** A relative cell reference in Excel is used when you want a formula to adjust its references automatically when it's copied to other cells and Relative references are very useful when you're performing calculations in multiple cell.

