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

In Excel, a "cell" refers to a single rectangular box in a worksheet where you can enter data. Each cell is identified by a unique combination of its column letter and row number. For example, the cell in the first column and first row is referred to as cell A1, while the cell in the second column and third row is referred to as cell B3. Cells can contain various types of data such as numbers, text, formulas, dates, and more. They are the basic building blocks of a spreadsheet in Excel, allowing you to organize, analyse, and manipulate data effectively.

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

In Excel, you can restrict someone from copying a cell or a range of cells from your worksheet by protecting the worksheet and then specifically allowing only certain cells to be edited. Here's how you can do it:

**Select the cells you want to protect:** Click and drag to select the cells you want to restrict others from copying.

**Protect the worksheet:** Go to the "Review" tab on the Excel ribbon, then click on "Protect Sheet". You can set a password if you want to restrict access further.

**Specify which cells can be edited:** Before you protect the sheet, you can choose which cells users can edit. Right-click on the selected cells, choose "Format Cells", and go to the "Protection" tab. Uncheck the "Locked" option. Locked cells cannot be edited when the worksheet is protected.

**Protect the worksheet (again):** After specifying which cells can be edited, protect the worksheet again by following step 2.

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

To move or copy a worksheet into another workbook in Excel, follow these steps:

**Open both workbooks:** Open the workbook containing the worksheet you want to move or copy and the workbook where you want to move or copy the worksheet to.

**Select the worksheet:** Click on the worksheet tab at the bottom of the Excel window to select the worksheet you want to move or copy.

**Move or copy the worksheet**:

To move the worksheet: Right-click on the selected worksheet tab and choose "Move or Copy" from the context menu. In the "Move or Copy" dialog box, select the workbook where you want to move the worksheet to from the "To book" dropdown menu. Choose the location within the workbook where you want to place the worksheet, then click "OK".

To copy the worksheet: Hold down the Ctrl key and drag the selected worksheet tab to the destination workbook. Alternatively, you can right-click on the selected worksheet tab, choose "Move or Copy" from the context menu, select the workbook where you want to copy the worksheet to from the "To book" dropdown menu, choose the location within the workbook, check the "Create a copy" checkbox, and click "OK".

**Save the changes**: Save the changes made to both workbooks by clicking on the "Save" button or pressing Ctrl + S.

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

In Microsoft Word, the shortcut key for opening a new document window is Ctrl + N. This combination creates a new, blank document window within the Word application. You can use this shortcut whenever you need to start working on a new document without having to go through the menu options

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

**Workbook**: Excel typically opens with a blank workbook, ready for you to start entering data or creating spreadsheets.

**Ribbon:** The Ribbon is a toolbar at the top of the Excel window that contains tabs, each with several groups of commands related to tasks. You can find commands for tasks such as formatting, inserting data, creating charts, and more.

**Worksheet tabs:** At the bottom of the Excel window, you'll see one or more worksheet tabs. By default, a new workbook has three worksheets named Sheet1, Sheet2, and Sheet3. You can click on these tabs to navigate between different worksheets within the same workbook.

**Formula bar:** Just below the Ribbon is the Formula bar. This is where you can view and edit the contents of the currently selected cell. If you're working with formulas, you'll see the formula displayed here when you select a cell containing a formula.

**Cells:** The main area of the Excel interface is occupied by cells arranged in rows and columns. This is where you enter and manipulate data. Each cell is identified by a unique combination of its column letter and row number.

**Status bar:** At the very bottom of the Excel window is the Status bar. It displays information about the current status of Excel, such as the current cell mode (e.g., whether Caps Lock or Num Lock is on), and provides shortcuts for toggling various Excel features like zoom level and view options.

These are some of the main elements you'll notice when you first open the Excel interface. Each element serves a specific purpose and is essential for creating and working with spreadsheets effectively.

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

Relative cell references in Excel are used when you want the formula to adjust its reference as it's copied or filled across multiple cells. You typically use relative references when you want the formula to refer to different cells relative to the position of the formula cell.

Here are some scenarios when you might want to use relative cell references:

**Performing calculations across rows or columns:** If you have a formula that you want to apply across a row or column of data, you can use relative cell references to ensure that the formula adjusts correctly for each cell in the range.

**Creating formulas that can be copied or filled**: When you create a formula and plan to copy or fill it into adjacent cells, relative references allow the formula to adjust automatically based on its new position. This is particularly useful for repetitive calculations.

**Building dynamic formulas:** Relative references are essential for creating dynamic formulas that adapt to changes in the data layout. For example, if you have a dataset where the starting cell of your calculations varies, relative references ensure that your formulas adjust accordingly.

**Calculating totals or averages**: When calculating totals or averages across a range of cells, relative references allow you to create a single formula that can be applied to different parts of the dataset without manual adjustment.

In summary, relative cell references are used in Excel when you want formulas to adapt dynamically to changes in the worksheet, making them versatile and efficient for various data analysis tasks.