**ADVANCE EXCEL ASSIGNMENT 1**

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

ANS: Cell is the smallest unit of the Excel spreadsheet. Every worksheet is made up of thousands of rectangles, which are called cells. It is the intersection of row and column.

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

ANS: To protect our worksheet from getting copies, from MENU bar click on REVIEW>Protect sheet>Password. By entering password, we can secure our worksheet from getting copied by others. After this, if it’s required selected cells can be locked. For this right click on selected cells and choose “format cells” from the menu. Next select “Protection” from the Format cell dialog box. Then select “Locked” to lock selected cells.

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

ANS: Right click on particular sheet to copy, then select Move or Copy Sheet. On the To book menu, click the workbook that you want to copy the sheet to. To create new workbook that contains the moved sheet, click new book.

The same option is in Edit menu.

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

ANS: To open new window document, press ctrl+N.

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

ANS: Quick access toolbar, The Ribbon, Tell me, Microsoft Accounts, worksheet tabs, formula bar, name box, column ,cell….

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

ANS: Relative references are used whenever calculations need to be repeated. i.e., to repeat same calculations across multiple rows and columns.