Advance Excel Assignment 1

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

Ans:- In an Excel worksheet, a cell is a rectangular-shaped box that is a small unit of the Excel spreadsheet. There are around 17 billion cells in an Excel worksheet, which are united together in horizontal and vertical lines. An Excel worksheet contains cells in rows and columns. Rows are labeled as numbers and columns as alphabets. A cell is the intersection of a row and a column. In other words, it's where a row and column meet. Columns are identified by letters (A, B, C), while rows are identified by numbers (1, 2, 3).

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

Ans:- You can protect your Excel sheet from copy-paste by using the 'Protect Sheet' option. First, select the cells you want to protect. Then, go to the Review tab and select 'Protect Sheet'. A 'Protect Sheet' window will appear. Type the password you want to set and click OK to proceed. Finally, re-enter the password to confirm. Now, if someone wants to copy-paste, Excel will show a message.

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

Ans:- We can move or copy an Excel worksheet to another workbook by using the 'Move or Copy' option. To copy a sheet to another workbook, right-click on the tab that we want to copy, and then click 'Move or Copy'. In the 'Move or Copy' dialog box, choose the target file under 'To book'. To place a copy into a new workbook, select '(new book)'. Specify where to put the copy under 'Before sheet' and select the 'Create a copy' box. Click 'OK' (ablebits.com). To move a sheet to another workbook, place the workbooks side-by-side and then drag the sheet from one file to another.

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

Ans:- Ctrl + N

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

Ans:- The Excel interface is composed of the following parts: Menu Bar or Ribbon, Address Bar, Formula Bar, Application or Windows Button, Worksheet, and Status Bar. The Menu Bar or Ribbon is where we can find different utilities to deal with Excel. The Address Bar shows the active cell, range or object name. The Formula Bar is where we can write a formula in a cell or object. The Application or Windows Button is used to minimize, maximize or close the application. The Worksheet is where we can enter and manipulate data. The Status Bar shows the current status of the worksheet.

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

Ans:- Relative cell references in Excel are referencing tools that change the cell references when the formula is copied to another cell. Relative references automatically substitute the value based on the cell where the formula is copied. It is employed whenever we need to repeat a formula, such as SUM, TRIM, etc. For instance, in cell A1, we have "=B1+C1." When we copy this formula to cell A2, the formula will change to "=B2+C2".