**ADVANCE EXCEL ASSIGNMENT - 1**

**Q1. What do you mean by cells in an excel sheet?**

**Ans.** In an Excel sheet, a "cell" refers to the intersection of a column and a row. It is a unique combination of a letter and a number, representing the column and row labels, respectively. Cells can contain data, formulas, or be left empty.

**Q2. How can you restrict someone from copying a cell from your worksheet?**

**Ans.** We can protect the worksheet and prevent someone from copying a cell or the entire worksheet. To protect the worksheet, the steps are as follows:

* Go to the "Review" tab on the Excel ribbon.
* Click on "Protect Sheet" in the "Protect" group.
* Set a password to restrict access to the protected sheet.
* Select the actions you want to allow users to perform in the "Protect Sheet" dialog box and uncheck "Select locked cells" to prevent copying.

**Q3. How to move or copy the worksheet into another workbook?**

**Ans.** To move or copy a worksheet from one workbook to another in Excel, the steps are as follows:

* Open the workbook containing the sheet.
* Right-click on the sheet tab at the bottom of the Excel window.
* From the context menu, select "Move or Copy."
* In the "Move or Copy" dialog box:
  + 1. In the "To book" dropdown, select the target workbook (or create a new workbook).
    2. *To move the worksheet*, click "OK."
    3. *To copy the worksheet*, check the "Create a copy" option and then click "OK."

The selected worksheet should now be moved or copied to the specified location in the target workbook.

**Q4. Which key is used as a shortcut for opening a new window document?**

**Ans. ‘Ctrl + N’** shortcut key is used to open a new blank workbook.

**Q5. What are the things that we can notice after opening the Excel interface?**

**Ans.** After opening the Excel interface, we will observe several elements and features that make up the workspace. Some key things are as follows:

* Ribbon
* Quick Access Toolbar
* Worksheet Tabs
* Column and Row Headers
* Cell Pointer
* Formula Bar
* Name Box
* Zoom Slider
* Status Bar
* File Tab

**Q6. When to use a relative cell reference in excel?**

**Ans.** Relative cell references are used, when we want the reference to change automatically based on the relative position of the formula as we copy it to other cells.