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

Answer:

Cells are the boxes you see in the grid of an Excel worksheet where we enter data. Each cell is identified on a worksheet by its reference, the column letter and row number that intersect at the cell's location. For example-If a cell is in column D and row 5 then it is cell D5. There are many things that you can do with cells in Excel such as changing the font format, number format, background, alignment, and conditional formatting.

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

By default, when you protect a worksheet, all the cells on the worksheet are locked, and users cannot make any changes to a locked cell.  
To set a password to protect cells, follow the steps given below:  
1) Go to REVIEW tab and click on "Protect Sheet" option.  
2) Excel opens the Protect Sheet dialog box. By default, Excel selects the Protect Worksheet and Contents of Locked Cells check box.  
3) Select any of the check boxes in the Allow All Users of This Worksheet To list box (such as Format Cells or Insert Columns) that you still want to be functional when the worksheet protection is operational.  
The Select Locked Cells and Select Unlocked Cells check boxes are selected by default.  
4) Type the password in the 'Password to unprotect Sheet' text box.  
5) Click OK.  
6) Excel opens the Confirm Password dialog box. Re-enter the password in the Reenter Password to proceed text box and then click OK. Notice that if you try to edit a cell, Excel displays an error message.  
  
**3. How to move or copy the worksheet into another workbook?**

The common way to copy a sheet to another workbook is this:

1. Right click on the tab that you want to copy, and then click Move or Copy
2. In the Move or Copy dialog box, do the following:
   * Under To book, choose the target file. To place a copy into a new workbook, select (new book).
   * Under Before sheet, specify where to put the copy.
   * Select the Create a copy box.
   * Click OK.

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

Open a document: Ctrl +O

Create a new document: Ctrl +N

Save the document: Ctrl +S

Close the document: Ctrl +W

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

After opening Excel we can see Interface Components. The interface components of Excel include the Quick Access Toolbar, Ribbon, Name Box, Formula Quick Menu, Formula Bar, Status Bar, Worksheet View Options, Zoom Slider Control, and the Zoom Percentage Indicator.

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

Relative reference is a type of cell reference in Excel. This reference changes when the formula is copied to any other cell or any other worksheet. Relative cell references are used whenever calculations need to be repeated.

For instance, in cell A1, we have “=B1+C1.” On copying this formula to cell B2, the formula becomes “=C2+D2.” This is because the first formula refers to two cells on the right of cell A1 while the second formula refers to two cells on the right of cell B2. Cells B1 and C1 are to the right of cell A1 and cells C2 and D2 are to the right of cell B2.