EXCEL ASSIGNMENT – 1

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

* In Excel, a "cell" refers to a single rectangular box or intersection of a row and column within a spreadsheet. Each cell can hold different types of data such as numbers, text, dates, or formulas.
* Cells are identified by their column letter and row number. For example, the cell at the intersection of column A and row 1 is referred to as cell A1. Cells can be formatted, edited, and manipulated individually or in groups to perform calculations, store information, or display data in various ways within a spreadsheet.

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

* To restrict someone from copying a cell or range of cells from your worksheet in Excel, you can use a combination of protection settings and data validation:

1.**Protection Settings:**

* Select the cells you want to protect.
* Right-click on the selected cells and choose "Format Cells."
* In the Format Cells dialog box, go to the "Protection" tab.
* Uncheck the "Locked" option.
* Click "OK" to close the dialog box.
* Now, protect the worksheet. Go to the "Review" tab, click on "Protect Sheet," and set a password if needed.
* In the Protect Sheet dialog box, you can specify what actions users are allowed to perform. Make sure to uncheck the "Select locked cells" option.
* Click "OK" to protect the sheet.

2.**Data Validation:**

* You can also use data validation to prevent users from copying cells by using formulas.
* Select the cell where you want to restrict copying.
* Go to the "Data" tab, click on "Data Validation."
* In the Data Validation dialog box, go to the "Settings" tab.
* Choose "Custom" from the Allow dropdown menu.
* In the Formula box, enter a formula that refers to another cell. For example, if you want to restrict copying of cell A1, you can use a formula like =A1.
* Click "OK" to apply the data validation.

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

* To move or copy a worksheet to another workbook in Excel:

1. Open both the source workbook (the workbook containing the worksheet you want to move or copy) and the destination workbook (the workbook where you want to move or copy the worksheet).
2. In the source workbook, navigate to the worksheet tab you want to move or copy.
3. Right-click on the worksheet tab.
4. From the context menu that appears, select "Move or Copy...".
5. In the "Move or Copy" dialog box that appears, select the workbook where you want to move or copy the worksheet. You can choose an existing workbook from the "To book" dropdown menu, or you can create a new workbook by clicking the "New book" button.
6. Choose the position where you want to place the worksheet within the destination workbook. You can select an existing worksheet from the "Before sheet" dropdown menu to place the worksheet before that sheet, or you can choose to place it at the end of the workbook.
7. If you want to create a copy of the worksheet instead of moving it, check the "Create a copy" checkbox at the bottom-left corner of the dialog box.
8. Click "OK" to move or copy the worksheet. If you chose to move the worksheet, it will be removed from the source workbook and placed into the destination workbook. If you chose to copy the worksheet, a copy of the worksheet will be created in the destination workbook while the original remains in the source workbook.

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

* In Microsoft Excel, there isn't a specific keyboard shortcut dedicated solely to opening a new window for the current document. However, you can open a new instance of Excel with the current workbook by pressing Ctrl + N.
* This shortcut opens a new Excel window with a duplicate of the current workbook, allowing you to view or edit multiple instances of the same workbook simultaneously.

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

* After opening the Excel interface, there are several key elements and features that you'll notice:

1. Workbook: Excel opens with a new, blank workbook by default. A workbook is essentially a file that contains one or more worksheets.
2. Worksheet Tabs: At the bottom of the Excel window, you'll see one or more tabs representing individual worksheets within the workbook. By default, a new workbook starts with one worksheet, but you can add more as needed.
3. Ribbon: The Ribbon is the horizontal strip across the top of the Excel window that contains tabs, groups, and commands for various tasks and functions. It's organized into tabs such as File, Home, Insert, Page Layout, Formulas, Data, Review, and View.
4. Quick Access Toolbar: The Quick Access Toolbar is located above the Ribbon and provides quick access to frequently used commands, such as Save, Undo, and Redo. You can customize this toolbar to add or remove commands according to your preferences.
5. Formula Bar: The Formula Bar is located below the Ribbon and displays the contents of the currently selected cell. It also allows you to edit the contents of cells, including entering formulas and text.
6. Cells: The main area of the Excel window is occupied by a grid of cells, organized into columns (identified by letters) and rows (identified by numbers). This is where you enter and manipulate data, perform calculations, and create visualizations.
7. Status Bar: The Status Bar is located at the bottom of the Excel window and provides information about the current status of the workbook, such as the sum or average of selected cells, the current mode (e.g., Ready, Edit), and various view options.
8. Title Bar: The Title Bar at the top of the Excel window displays the name of the current workbook. If the workbook has unsaved changes, an asterisk (\*) appears next to the filename.

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

* Relative cell references in Excel are used when you want a formula to adjust its reference automatically when copied or filled to other cells. Here are some scenarios where relative cell references are commonly used:

1. Calculations across adjacent cells: When you have a formula that performs a calculation across adjacent cells, using relative cell references allows Excel to adjust the formula appropriately for each cell. For example, if you have a formula in cell B2 that adds the values in cells A2 and C2 (=A2+C2), you can copy this formula to cell B3, and Excel will automatically update it to add the values in cells A3 and C3 (=A3+C3).
2. Summing a range of cells: When you want to sum a range of cells, using relative cell references allows Excel to adjust the range as needed. For instance, if you have a sum formula in cell D2 that sums the values in cells A2

(=SUM(A2:C2)), you can copy this formula to cell D3, and Excel will update it to sum the values in cells A3

(=SUM(A3:C3)).

1. Repeating calculations in different rows or columns: Relative cell references are useful when you need to repeat the same calculation in different rows or columns. For example, if you have a series of sales data in column A and want to calculate the commission for each sale in column B, using relative cell references allows you to apply the same commission calculation to each row.
2. Creating dynamic formulas: Relative cell references are essential for creating dynamic formulas that adjust based on the relative position of the cells. For example, if you have a formula that calculates the percentage change between two values in adjacent cells, using relative references ensures that the formula adjusts correctly when copied to other cells.