

Excel Assignment 1

What do you mean by cells in an Excel sheet?

Cells are the boxes you see in the grid of an Excel worksheet, like this one. Each cell is identified on a worksheet by its reference, the column letter and row number that intersect at the cell's location. This cell is in column D and row 5, so it is cell D5. The column always comes first in a cell reference.

Every worksheet is made up of thousands of rectangles, which are called cells. A cell is the intersection of a row and a column.

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

In order to protect your worksheet from getting copied, you need to go into menu bar > Review > Protect Sheet > password. By entering password you can secure your worksheet from getting copied by others.

Go to protection tab and uncheck locked option and click ok. Now select only the cells or columns, rows that you want to protect. Right click and choose format cells again. Go to the protection tab and check locked options and click ok.

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

Click the sheet that you want to copy to the workbook. On the Edit menu, click Sheet > Move or Copy Sheet. On the to book menu, click the workbook that you want to move the sheet to.

To create a new worksheet that contains the moved sheet.

4) Which key is used as a shortcut opening a new window document?

Control+N = To open a new Excel

Shift+F11 = To open a new sheet.

Ctrl+O = To open required Excel workbook

Ctrl+S = To save current active Excel workbook.

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

The Excel Starter Startup screen appears, and a blank Spreadsheet is displayed.

In Excel Starter, a spreadsheet is called a worksheet and worksheets are stored in a file called a ~~workbook~~ workbook. Workbooks can have one or more worksheets in them.

The interface components of Excel include the Quick Access Toolbar, Ribbon, Name Box, Formula Bar, Status Bar, Worksheet.

When to use a relative cell reference in excel?

By default, a cell reference is a relative reference, which means that the reference is relative to the location of the cell. If, for example you refer to cell A2 from cell C2, you are actually referring to a cell that is two columns to the left ($C - A = 2$) - in the same row (2).

Relative references are especially ~~convo~~ convenient whenever you need to repeat the same calculation across multiple rows or columns.

Another advantage of ~~to~~ using cell references in formulas is that they make it easier to ~~to~~ copy formulas from one location to another in a worksheet or workbook. Relative cell references change when copied to reflect the new location of the formula.