

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

→ A cell is an intersection of rows and columns. Rows are represented by numbers and columns by alphabets or group of alphabets. Example of cells A1, B37 etc.

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

→ We can protect a worksheet by setting password.

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

→ We can select the worksheet, right click and then select the move or copy option and then paste to the target workbook.

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

→ Ctrl+N is used to open a new window document.

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

→ We can notice ribbons, formula bar, name box, various menu options like Data, Power Pivot , Home and entire worksheet.

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

→ Whenever we want to copy the formula to autofill the sheet with some result of an operation, we shall use relative cell reference, as it changes accordingly.