

# Advance Excel Assignment 1

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

Ans. Cells in an excel sheet are rectangular-shaped box on the spreadsheet and the basic unit of excel.  
Cells are the intersection of columns and rows where we enter data.  
Cells can store values in numbers, text, date format, etc.

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

Ans. We can restrict someone from copying a cell from your worksheet by following these steps:

- (i) Go To Menu Bar → Review → Protect sheet
- (ii) Excel will ask for password.
- (iii) Enter the password.

By these, we can secure the cell from getting copied.

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

Ans. We can move or copy the worksheet into another workbook by right clicking on respective worksheet, then Move or Copy option will come and by clicking on Move or Copy option, Move or Copy window will open, then from To book select New workbook and click create a



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

Ans: "CTRL + N" is used as a shortcut for opening a new window document.

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

Ans: After opening the Excel interface, we can observe Quick Access Toolbar, Ribbon, Name Box, Formula Bar, Status Bar, ~~Work~~ Worksheet, Zoom Slider Control and Zoom Percentage Indicator.

Q6) When to use a relative cell reference in Excel?

Ans: Relative references are used when we want to perform a similar operation on multiple cells and the formula must change according to the relative address of column and rows.

For ex. we want to add the marks of two subjects entered in column A and column B and display the result in column C. Here, we will use relative reference so that the same rows of column's A and B are added.