Advance Excel Assignment 1

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

Whenever you work with Excel, you'll enter information—or **content**—into **cells**. Cells are the basic building blocks of a worksheet. You'll need to learn the basics of **cells** and **cell content** to calculate, analyze, and organize data in Excel.

Every worksheet is made up of thousands of rectangles, which are called **cells**. A cell is the **intersection** of a **row** and a **column**. Columns are identified by **letters (A, B, C)**, while rows are identified by **numbers (1, 2, 3)**.

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

Yes, it is possible. 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.

OR

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.

-- To remove worksheet protection, click the Unprotect Sheet button in the Changes group on the Review tab. You'll be prompted to type the password that you had set for protection.

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

Sometimes you may need to move or copy the whole worksheet to another Excel workbook. You can move or copy a worksheet to another Excel workbook by following below steps.
Note that "Move" means copying the whole worksheet to another workbook and deletion of copied worksheet from original workbook. "Copy" means the duplication of whole worksheet in another workbook.

Step 1 - Make sure both workbooks are open in Excel (the workbook from where the worksheet is copied and the workbook to where the worksheet is copied or moved).

Step 2 - Right-click on the worksheet Tab which you want to move or copy to another workbook and select "Move or Copy" from the menu, as shown in below image. Note that the name of current active workbook name is "source_workbook.xslx", which is displayed in Titlebar.

Step 3 - "Move or Copy" dialog box will be displayed as shown in below image. By default, the active workbook (the workbook you are working) is selected in "Move selected sheets To book" Drop-down menu.

Step 4 - Click on "Move selected sheets To book" Drop-down menu. Currently open workbooks are listed in "Move selected sheets To book" Drop-down menu. You have an option to move the worksheet to a new workbook also.

Step 5 - Perform below activities on "Move or Copy" dialog box to move or copy the worksheet to another workbook, as shown in below image.

- Currently open Excel workbooks are listed in "Move selected sheets To book" Drop-down menu. Select the workbook to which you want to copy the worksheet. In this example, the workbook is copied to "destination_workbook.xlsx".
- The worksheets in the selected workbook is listed in in "Before sheet" list box. Copied or moved worksheet's new position will be before the selected worksheet. Select the position where you want to move of copy the worksheet.
- Select whether you want to move or copy the worksheet in "Create a copy" checkbox. If the checkbox is checked, the worksheet will be copied. Else the worksheet will be moved. In this example, the checkbox is checked to copy the worksheet.
- Click "OK" button to finish worksheet copy or move.

Step 6 - You can see that the worksheet is copied to another workbook. You may rename it according to your requirement.

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

Alt + Tab

The Alt + Tab shortcut allows you to switch between windows (switching between your two most recent files, whatever they are.).

For example, if you are working in Microsoft PowerPoint and then open a Microsoft Word document:

- Hitting **Alt + Tab** jumps you back to your PowerPoint file (because it was your last active file before you opened Word).

- Hitting **Alt + Tab** again (from within your PowerPoint file) jumps you back to your Microsoft Word (because it was your last active file prior to switching to PowerPoint).

In this way, you can quickly jump between two files, folders or applications in full screen with the **Alt + Tab** shortcut.

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

Microsoft Excel is a spreadsheet application in the Microsoft Office suite. A spreadsheet is an accounting program for the computer. Spreadsheets are primarily used to work with numbers and text. Spreadsheets can help organize information, such as alphabetizing a list of names or ordering records, and calculate and analyze information using mathematical formulas.

- The Excel window

Many items you see on the Excel XP screen are standard in most other Microsoft software programs like Word, PowerPoint, and previous versions of Excel, while some elements are specific to Excel XP.

- Workbook

Also called a spreadsheet, the workbook is a unique file created by Excel XP.

- Title bar

The title bar displays both the name of the application and the name of the spreadsheet.

- Menu bar

The menu bar displays all of the menus available for use in Excel XP. The contents of any menu can be displayed by left-clicking the menu name.

- Toolbar

Some commands in the menus have pictures or icons associated with them. These pictures may also appear as shortcuts in the toolbar.

- Column headings

Each Excel spreadsheet contains 256 columns. Each column is named by a letter or combination of letters.

- Row headings

Each spreadsheet contains 65,536 rows. Each row is named by a number.

- Name box

This shows the address of the current selection or active cell.

- Formula bar

The formula bar isplays information entered—or being entered as you type—in the current or active cell. The contents of a cell can also be edited in the formula bar.

- Cell

A cell is an intersection of a column and row. Each cell has a unique cell address. In the picture above, the cell address of the selected cell is B3. The heavy border around the selected cell is called the cell pointer.

- Navigation buttons and sheet tabs

Navigation buttons allow you to move to another worksheet in an Excel workbook. They are used to display the first, previous, next, and last worksheets in the workbook.

Sheet tabs separate a workbook into specific worksheets. A workbook defaults to three worksheets. A workbook must contain at least one worksheet.

- Workbooks and worksheets

A **workbook** automatically shows in the workspace when you open Microsoft Excel XP. Each workbook contains three **worksheets**. A worksheet is a grid of cells consisting of 65,536 rows by 256 columns. Spreadsheet information—text, numbers, or mathematical formulas—is entered into different cells.

Column headings are referenced by alphabetic characters in the gray boxes that run across the Excel screen, beginning with column A and ending with column IV.

Rows are referenced by numbers that appear on the left and then run down the Excel screen. The first row is named row 1, while the last row is named 65536.

- ***Important terms***
  - A **workbook** is made up of three worksheets.
  - The worksheets are labeled **Sheet1, Sheet2**, and **Sheet3**.
  - Each Excel worksheet is made up of columns and rows.
  - In order to access a **worksheet**, click the tab that says **Sheet#**.

- The cell

An Excel worksheet is made up of columns and rows. Where these columns and rows intersect, they form little boxes called **cells**. The active cell—or the cell that can be acted upon—reveals a dark border. All other cells reveal a light gray border. Each cell has a name. Its name is comprised of two parts: the column letter and the row number.

- ***Important terms***
  - Each cell has a unique **cell address** composed of a cell's column and row.
  - The **active cell** is the cell that receives the data or command you give it.
  - A darkened border, called the **cell pointer**, identifies it.

- Moving around the worksheet

You can move around the spreadsheet in several ways.

- ✓ ***To move the cell pointer:***
  - To activate any cell, point to a cell with the mouse and click.
  - To move the pointer one cell to the left, right, up, or down, use the keyboard **arrow keys**.

- ✓ ***To scroll through the worksheet:***

The **vertical scroll bar** located along the right edge of the screen is used to move up or down the spreadsheet. The **horizontal scroll bar** located at the bottom of the screen is used to move left or right across the spreadsheet.

The **PageUp** and **PageDown** keys on the keyboard are used to move the cursor up or down one screen at a time. Other keys that move the active cell are **Home**, which moves to the first column on the current row, and **Ctrl+Home**, which moves the cursor to the top-left corner of the spreadsheet, or cell A1.

- ✓ ***To move between worksheets:***

As mentioned, each workbook defaults to three worksheets. These worksheets are represented by tabs—named Sheet1, Sheet2 and Sheet3—that appear at the bottom of the Excel window.

- ✓ ***To move from one worksheet to another:***
  - Click the sheet tab—Sheet1, Sheet2 or Sheet 3—you want to display.

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

This is the most widely used type of cell reference in formulas. Relative cell references are basic cell references that adjust and change when copied or when using AutoFill.

Example: =SUM(B5:B8), as shown below, changes to =SUM(C5:C8) when copied across to the next cell. Situations arise in which the cell reference must remain the same when copied or when using AutoFill.
