Advance Excel Assignment 1

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

Ans: In the Excel worksheet, a cell is a rectangular-shaped box. It is a small unit of the Excel spreadsheet. There are around 17 billion cells in an Excel worksheet, which are united together in horizontal and vertical lines. An Excel worksheet contains cells in rows and columns. Rows are labeled as numbers and columns as alphabets. It means the rows are identified by numbers and columns by alphabets.

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

Ans: The steps to protect a worksheet are as follows:
   1. On the **Review** tab, click **Protect Sheet**.
   2. In the **Allow all users of this worksheet to** list, select the elements you want people to be able to change.
   3. Enter a password in the **Password to unprotect sheet** box and click **OK**. Reenter the password in the **Confirm Password** dialog box and click **OK**.

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

Ans: We can move or copy the worksheet into another worksheet by the following steps:

   - Right click on the worksheet tab and select Move or Copy.
   - Select the Create a copy checkbox.
   - Under Before sheet, select where you want to place the copy.
   - Select OK.

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

Ans: We have to press CTRL+N for opening a new window document.

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

Ans: The rectangular grid of rows and columns described in Excel Spreadsheets is only one part of the Excel user interface. The entire interface is as follows:

- ***Title Bar*** – contains the name of the workbook.
- ***Worksheet Tabs*** – a list of all the worksheets in the workbook. By default, these are labeled Sheet1, Sheet2, etc.
- ***Ribbon Tabs*** – the top-level menu items. In the example above this consists of Home, Insert, Page Layout, Formulas, etc.
- ***Quick Access Toolbar*** – contains frequently used icons and is located in the upper left- hand corner of the display.
- ***Active Cell*** – displays the currently referenced cell. This is the cell that we last clicked on with the mouse or moved to. This cell is highlighted on the display.

- ***Name Box*** – contains the address of the active cell. We can navigate to another cell simply by entering the address of that cell in the Name Box and pressing the **Enter** key.

- ***Formula Bar*** – contains the contents of the active cell. When this is a formula, the formula appears here while the value of the formula appears in the cell. We can optionally click on the f_x symbol located just to the left of the Formula Bar to bring up a dialog box that helps us find the appropriate function as well as the arguments for this formula.

- ***Status Bar*** – contains certain information, including by default the sum, count and average of any highlighted range. It also contains the zoom and zoom slider, which are used to increase or decrease the size of the worksheet display. We can customize what information appears on the status bar by right-clicking on it to display a customization dialog box.

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

Ans: Relative cell references are used whenever calculations need to be repeated. Relative cell references are basic cell references that adjust and change when copied or when using AutoFill.