

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

→ 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.

3) How to move or copy the worksheet into another 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.

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

→ press **Ctrl+N**.

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

→ The **Excel** window · Workbook · Title bar · Menu bar · Toolbar · Column headings · Row headings · Name box · Formula bar etc.

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

→ The reference is relative to the location of the cell.