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

**Ans**: Cells in Excel are tiny boxes where you put your numbers or words. It's where you do your math or make lists. Each cell has its own address, kind of like a tiny home where your data lives. Basically, each intersection of a row and a column is called a cell.

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

**Ans**: We can restrict someone from copying by using "Protect Sheet" in the "Review" tab. Just give it a secret password, and your data becomes a no-copy zone.

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

**Ans**: Just right-click on the sheet tab, choose "Move or Copy," pick the new or existing workbook, and hit OK. Your sheet moves.

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

**Ans**: To open a fresh page, just press "Ctrl" and "N" together. A new window appears for your new ideas.

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

**Ans**: After opening we see the below things:

**Grid Structure**: The main area is a grid made up of rows and columns. This is where you enter and organize your data. Each intersection of a row and a column is called a cell.

**Ribbon and Tabs**: Above the grid, there's a ribbon with different tabs like Home, Insert, and Formulas. Each tab has related commands. It's like a toolbox offering various tools for formatting, data manipulation, and more.

**Formula Bar**: At the top, there's a formula bar. It's where you can see and edit what's in the currently selected cell.

**Column Letters and Row Numbers**: Columns are labeled with letters (A, B, C, ...) and rows with numbers (1, 2, 3, ...). This system helps identify each cell uniquely with a combination of a letter and a number.

**Sheet Tabs**: At the bottom, there are sheet tabs. You can have multiple sheets in one Excel file. Each sheet is like a different page in a book, allowing you to organize and categorize your information.

**Status Bar**: At the very bottom, there's a status bar. It shows information about the current state of your worksheet, like the sum of selected cells or the average. It's like a quick summary at a glance.

**Quick Access Toolbar**: You might see a small toolbar with commonly used commands, typically located above or below the ribbon. It's customizable, allowing you to add your frequently used tools for quick access.

**Backstage View**: Clicking on "File" in the ribbon takes you to the Backstage view. Here, you can perform file-related tasks like opening, saving, printing, and sharing your workbook. It's like the backstage area where you manage your Excel file.

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

**Ans**: Use a relative cell reference in Excel when you want a formula to adjust its reference based on its position. For example, if you copy the formula to another cell, a relative reference will change relative to its new position. This is handy for calculations that need to adapt to different locations within a worksheet, making the formula flexible and dynamic