

Advance Excel Assignment 1

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

In an Excel sheet, a **cell** is a small box where you can enter data, such as numbers, text, or formulas. Each cell has a unique identifier based on its **column letter** and **row number**, like **A1** (column A, row 1) or **B3** (column B, row 3).

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

To prevent others from copying a cell in your Excel worksheet:

1. First, select all the cells you want to remain editable (you may want to keep certain cells unlocked).
2. Right-click and choose **Format Cells**.
3. Under the **Protection** tab, uncheck **Locked** for the cells you want to allow users to edit.
4. Then, go to the **Review** tab and click **Protect Sheet**. You can set a password to protect the entire sheet from unauthorized changes, including copying.

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

To move or copy a worksheet into another workbook:

1. Right-click the **tab** of the worksheet you want to move or copy.
2. Select **Move or Copy**.
3. In the pop-up window, choose the target workbook from the drop-down list.
4. If you want to copy (not just move), check the **Create a copy** box.
5. Click **OK**.

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

To open a new document in Excel, press **Ctrl + N**. This shortcut creates a new workbook (spreadsheet).

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

When you first open Excel, you'll notice the following:

- **Workbook area:** Where your sheets (tabs) are located.
- **Ribbon:** The toolbar at the top with tabs like **Home**, **Insert**, **Page Layout**, etc.
- **Formula Bar:** Displays the contents of the active cell.
- **Cells:** Grid of rows and columns where you enter your data.
- **Sheet Tabs:** The tabs at the bottom where each sheet in the workbook is listed.
- **Status Bar:** The bar at the bottom showing information like sum, average, and other data about selected cells.

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

Use a **relative cell reference** when you want a formula to adjust automatically when you copy or move it to a different cell. For example, if you have a formula in cell **B2** that adds cells **A1** and **A2** ($=A1 + A2$), when you copy this formula to cell **B3**, it will automatically change to $=A2 + A3$. Relative references are useful for calculations that need to adapt to different rows or columns as you move them.