

Advance Excel Assignment 1

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

In an Excel sheet, a cell refers to the intersection point of a column and a row. Each cell is identified by a unique address, which is a combination of the column letter and row number. For example, the cell located at the intersection of column A and row 1 is called cell A1. Similarly, the cell located at the intersection of column B and row 3 is called cell B3. Cells in an Excel sheet can contain various types of data, such as numbers, text, dates, and formulas. They can also be formatted to change the appearance of the data within them, such as changing the font, color, or alignment.

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

We can restrict someone from copying a cell from our worksheet by protecting the worksheet and allowing only certain cells to be edited. Here are the steps to do this:

- Select the cells that we want to protect from being copied.
- Right-click on the selection and choose "Format Cells" from the drop-down menu.
- In the "Format Cells" dialog box, go to the "Protection" tab.
- Check the box next to "Locked" to prevent the cells from being edited.
- Click "OK" to close the dialog box.
- Now, go to the "Review" tab in the Excel ribbon and click on "Protect Sheet".
- In the "Protect Sheet" dialog box, check the box next to "Select locked cells" under the "Allow all users of this worksheet to" section.
- Enter a password to protect the sheet and click "OK" to close the dialog box.

Now, the cells we selected earlier will be protected and cannot be copied. If someone tries to copy the cell, they will receive an error message stating that the cell is protected.

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

We can move or copy a worksheet from one workbook to another by following these steps:

- Open both the source workbook (the workbook containing the worksheet you want to move or copy) and the target workbook (the workbook where you want to move or copy the worksheet to).
- In the source workbook, select the worksheet that you want to move or copy. To select a worksheet, click on its tab at the bottom of the Excel window.
- Right-click on the selected worksheet tab and choose "Move or Copy" from the context menu.
- In the "Move or Copy" dialog box, select the target workbook from the "To book" drop-down list.
- Choose whether you want to move or copy the worksheet by selecting the appropriate option.

- If you selected "Move" in step 5, choose the location where you want to move the worksheet to in the target workbook.
- If you selected "Copy" in step 5, choose the location where you want to copy the worksheet to in the target workbook.
- Click "OK" to complete the move or copy operation.

if we choose to copy the worksheet, any changes made to the original worksheet in the source workbook will not be reflected in the copied worksheet in the target workbook.

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

The shortcut key to open a new window document in Microsoft Word is "Ctrl+N". This key combination will open a new, blank document in a new window. You can also use the "Ctrl+Shift+N" key combination to open a new document in the same window.

Butt this shortcut key may differ in other word-processing applications or operating systems.

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

After opening the Excel interface, we will notice the following things:

Ribbon: The Ribbon is located at the top of the Excel interface and contains various tabs, each containing groups of related commands. The Ribbon is where we can access most of Excel's features and functions.

Quick Access Toolbar: The Quick Access Toolbar is located above the Ribbon and contains commonly used commands, such as Save, Undo, and Redo.

Workbook: The Workbook is the main file that we are working on, and it contains one or more worksheets. By default, a new Workbook in Excel will have three worksheets.

Worksheets: Worksheets are located within the Workbook and are identified by tabs at the bottom of the Excel window. Worksheets are where we enter and manipulate data.

Formula Bar: The Formula Bar is located above the Worksheet and displays the contents of the currently selected cell, including any formulas or functions.

Status Bar: The Status Bar is located at the bottom of the Excel window and displays information about the current status of Excel, such as the sum of selected cells, the current cell mode, and the Zoom level.

Cell Grid: The Cell Grid is the main area of the worksheet and is where you enter and manipulate data. The intersection of a column and a row forms a cell, and each cell can contain text, numbers, formulas, or functions.

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

In Excel, a relative cell reference is used when you want to refer to a cell or range of cells that will change based on the position of the formula. Relative cell references are the default type of cell reference used in Excel.

For example, suppose we have a formula in cell B2 that adds the values in cells A1 and A2 (i.e., $=A1+A2$). If we copy this formula to cell B3, Excel will automatically adjust the formula to add the values in cells A2 and A3 (i.e., $=A2+A3$).

Relative cell references are useful when we are working with data that is arranged in a table or grid, and we need to perform the same calculation on multiple rows or columns. Using relative cell references can save us time and effort because we only need to create the formula once and then copy it to other cells.