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

A) A cell is a rectangular area formed by the intersection of a column and a row.

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

A)go into Menu bar >Review > Protect sheet > Password( by setting up password we can secure data)

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

A)On the Edit menu, click Sheet > Move or Copy Sheet. On the To book menu, click the workbook

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

A)press Ctrl+N.

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

**A)**

1. Menu bar. The menu bar displays all of the menus available for use in Excel worksheet. .
2. Column headings.
3. Row headings.
4. Name box.
5. Formula bar. .
6. Cell.
7. Navigation buttons and sheet tabs.

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

A) Relative cell reference will be used while dealing with formulas. Relative cell references are basic cell references that adjust and change when copied or when using AutoFill (We can drag the formula to auto populate data).