

Excel Assignments-1

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

Ans) It is an object of Excel worksheets. The Excel worksheet contains cells to store the information in them. Cells are the building blocks of the Excel worksheet.

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

Ans) On the Review tab, click Protect Sheet. In the Allow all users of this worksheet to list, select the elements you want people to be able to change. Move the pointer to cells for which the Locked box is checked on the Protection tab of the Format Cells dialog box.

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

Ans) Open the workbook that you want to move the sheet to. On the Window menu, click the workbook that contains the sheet that you want to move. Click the sheet that you want to copy to the other workbook. On the Edit menu, click Sheet > Move or Copy Sheet.

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

Ans) Ctrl+N

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

**Ans) a) QUICK ACCESS TOOLBAR
b) TITLE BAR
c) WORKSHEET TAB
d) ACTIVE CELL
e) NAME BOX
f) HORIZONTAL SPLIT CONTROL
g) VERTICAL SPLIT CONTROL**

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

Ans) By default, a cell reference is a relative reference, which means that the reference is relative to the location of the cell. If, for example, you refer to cell A2 from cell C2, you are actually referring to a cell that is two columns to the left (C minus A)—in the same row (2).