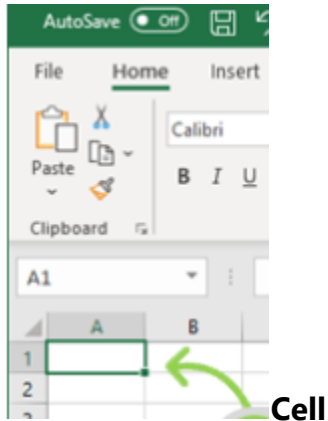


# Excel Assignment 1

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

A cell in Excel is a rectangular-shaped box on the spreadsheet and the basic unit of Excel. Cells are the intersection of columns (labeled as alphabets) and rows (labeled as numbers). Cells can store values in numbers, text, date format, the combination of numbers and texts, etc.



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

Lock the cells and Protect the Excel worksheet with a password to stop others from copying from or pasting into the worksheet.

To lock the cells, Select the cells > Right-click > Format cells > Protection > Mark the checkbox against the label Locked > Click OK

To protect the sheet using password > Go to the Review Tab > Click on Protect sheet > Type in the password and Unmark the checkbox against the label Select unlocked cells > Reenter the password to confirm > Click OK

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

Right click on the tab that you want to copy, and then click Move or Copy...

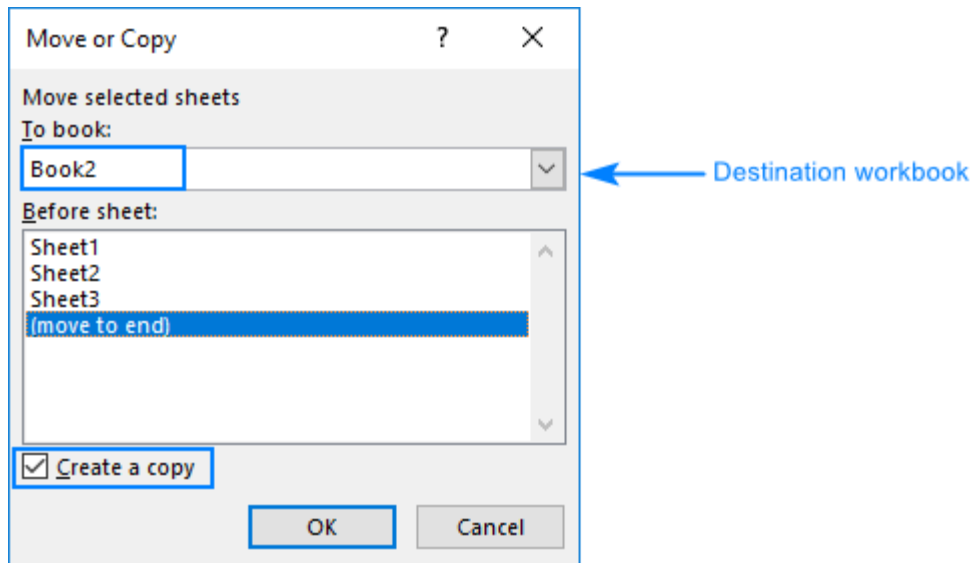
In the Move or Copy dialog box, do the following:

Under To book, choose the target file. To place a copy into a new workbook, select (new book).

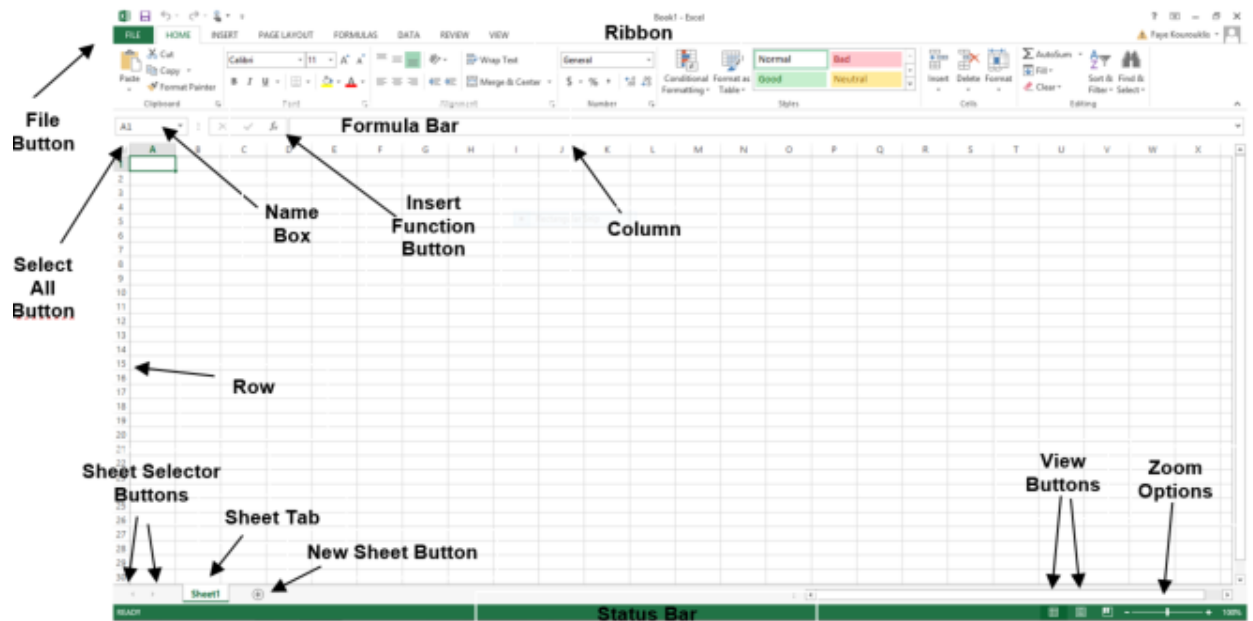
Under Before sheet, specify where to put the copy.

Select the Create a copy box.

Click OK.



4. Which key is used as a shortcut for opening a new window document?  
CTRL + N
5. What are the things that we can notice after opening the Excel interface?



Interface Element	Description
Ribbon Tabs	Ribbon Tab is a tab that organizes commands by topic
The Ribbon	Commands underneath the Tabs
Ribbon Groups	Grouping of related commands

Dialog Box Launcher	Opens a dialog box that includes additional commands
Quick Access Toolbar	One click access to any frequently used command
Name Box	Displays cell location and can be used to navigate to a cell location
Select All Button	Selects all the cells in a worksheet
Formula Bar	View, enter, or edit cell contents
Insert Function Button	Displays Insert Function dialog box
Scroll Bars	Used to navigate up, down, left & right
Zoom Slider	Zoom into an area of the worksheet
View Buttons	Switch between Normal, Page Layout and Page Break Preview views
Worksheet tabs	Tabs used to select individual worksheets
The Workspace	The area inside of the columns and rows used in Excel
Columns	Columns use letters
Rows	Rows use numbers

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

Relative reference is a type of cell reference in Excel. This reference changes when the formula is copied to any other cell or any other worksheet. Relative cell references are used whenever calculations need to be repeated.

By default, all cell references are relative references. When copied across multiple cells, they change based on the relative position of rows and columns. For example, if you copy the formula =A1+B1 from row 1 to row 2, the formula will become =A2+B2. Relative references are especially convenient whenever you need to repeat the same calculation across multiple rows or columns.