Advance Excel Assignment 1

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

Cells are the boxes you see in the grid of an Excel worksheet. Each cell is identified on a worksheet by its reference, the column letter and row number that intersect at the cell's location.

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

On the Home tab, in the Alignment group, click the small arrow to open the Format Cells popup window. On the Protection tab, select the Locked check box, and then click OK to close the popup and the cells will be locked.

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

Click the sheet that you want to copy to the other workbook. On the Edit menu, click Sheet > Move or Copy Sheet. On the To book menu, click the workbook that you want to move the sheet to. Tip: To create a new workbook that contains the moved sheet, click new book.

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

Ctrl+N Opens new, blank document window.

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

Excel Workbook · Title bar , Menu bar ,Toolbar , Column headings , Row headings , Name box ,Formula bar,zoom slider control

1. When to use a relative cell reference in excel

elative 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.