

Advance Excel Assignment 1

What do you mean by cells in an excel sheet?

In an Excel sheet, cells are the rectangular boxes formed by the intersection of rows and columns. Each cell has a unique address or reference, which is represented by a combination of a letter and a number that identifies the column and row of the cell, respectively.

For example, the cell located at the intersection of the first column and the first row is called cell A1. Similarly, the cell located at the intersection of the third column and the fifth row is called cell C5.

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

Protecting the worksheet: You can protect the worksheet that contains the cells you want to restrict from copying. To do this, click on the "Review" tab in the Excel ribbon, then click on "Protect Sheet." You can set a password to prevent others from unprotecting the worksheet.

Hiding the cells: You can hide the cells you want to restrict from copying. To do this, select the cells you want to hide, right-click, and select "Format Cells." In the "Format Cells" dialog box, click on the "Protection" tab and check the box next to "Hidden." Then, click "OK" to close the dialog box. Finally, protect the worksheet as described in option 1.

Using Data Validation: You can use data validation to restrict the input in certain cells. To do this, select the cells you want to restrict, then click on the "Data" tab in the Excel ribbon and select "Data Validation." In the "Data Validation" dialog box, choose "Custom" under "Allow," then enter the formula " =FALSE()" in the "Formula" box. This will prevent any data from being entered in the selected cells, including copying and pasting.

How to move or copy the worksheet into another workbook?

Open both the source workbook (the workbook that contains the worksheet you want to move or copy) and the destination workbook (the workbook where you want to move or copy the worksheet to).

In the source workbook, right-click on the worksheet you want to move or copy and select "Move or Copy" from the context menu.

In the "Move or Copy" dialog box, select the destination workbook from the "To book" drop-down list. If you want to copy the worksheet instead of moving it, check the "Create a copy" box.

In the "Before sheet" box, select the location where you want to move or copy the worksheet to within the destination workbook. You can choose to place it before an existing worksheet, or at the end of the list of worksheets.

Click "OK" to move or copy the worksheet.

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

The key used as a shortcut for opening a new window document in Excel is "Ctrl" + "N"

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

The Ribbon: The Ribbon is the main toolbar that contains tabs, groups, and commands that allow you to access Excel's various features and functions.

The Quick Access Toolbar: The Quick Access Toolbar is a customizable toolbar that contains shortcuts to frequently used commands, such as Save, Undo, and Redo.

The Workbook Area: The Workbook Area is the main area where you can view and edit the contents of the active worksheet.

Worksheets: Excel workbooks can contain multiple worksheets, which are organized as tabs at the bottom of the Workbook Area.

Columns and Rows: The Workbook Area is organized into columns (labeled with letters) and rows (labeled with numbers), forming a grid of cells where you can enter and manipulate data.

Formula Bar: The Formula Bar is located above the Worksheet Area 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 the worksheet, such as the current cell mode and the sum of selected cells.

When to use a relative cell reference in excel?

In Excel, a relative cell reference is used to refer to a cell or range of cells relative to the current cell. Relative cell references are the default type of reference in Excel and are typically used when you want to copy a formula to other cells and have the formula adjust to the new cell locations.