**Excell Assignment 1**

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

Answer: A cell in an Excel sheet is a rectangular box that can contain data, such as text, numbers, formulas, or dates. Cells are organized into rows and columns, and are identified by their row and column number. For example, the cell in the first row and first column is called A1.

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

Answer: lock a cell, right-click on the cell and select "Format Cells." In the "Protection" tab, check the "Locked" box and click "OK."

Protect the worksheet.

To protect the worksheet, click on the "Review" tab and select "Protect Sheet." In the "Protect Sheet" dialog box, type a password and select the options you want to allow users to do

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

Answer: Using the Move or Copy Sheet dialog box

Open the workbook that contains the worksheet you want to move or copy.

Right-click on the worksheet tab and select "Move or Copy."

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

In the "To book" box, select the workbook you want to move or copy the worksheet to.

In the "Before sheet" box, select the sheet you want to insert the moved or copied worksheet before.

Select the "Create a copy" check box to create a copy of the worksheet instead of moving it.

Click "OK."

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

Answer: **CTRL+N**

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

Answer: Ribbon, Name box, Formula bar, Status bar, Worksheet tabs, Zoom slider

Zoom percentage indicator:

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

Answer: A relative cell reference is a type of cell reference that changes when a formula is copied to a new cell. This allows you to easily create formulas that can be copied and pasted to multiple cells without having to change the cell references.