ADVANCE EXCEL ASSIGNMENT 1

1. **What do you mean by cells in an excel sheet?**
   The excel worksheet is comprised of rows and columns. The cell in the sheet is a rectangle area where row and column intersects and a cell is where we enter the data. In the excel sheet, columns are named with alphabets and the rows with numbers. Each cell has a cell reference or address which is formed by the column name followed by row number. For example, the cell reference of a cell in the 3rd row and 4th column is D3.

2. **How can you restrict someone from copying a cell from your worksheet?**
   There are several options to protect your data from copying.
   a. Go to Review tab→ Protect sheet→set the password and check the boxes for the permissions you want to give others→OK.
   b. Go to Review tab→ Protect workbook→ set the password and check whether to protect the structure, window or both→ OK.
   c. For the short cut you can right click on the sheet name at the sheet tab and select the protect sheet or protect workbook option.

3. **How to move or copy the worksheet into another workbook?**
   To move or copy the worksheet into other workbook, you can follow anyone of the given below options.
   a. Right click on the sheet name at the sheet tab→select Move or copy→select the destination file where you want to copy/move→ check the create copy check box→OK.
   b. Select the whole file using Ctrl+A → Ctrl+C. Go to the workbook where you want to copy the sheet then press Ctrl+V.

4. **Which key is used as a shortcut for opening a new window document?**
   Ctrl+N is used as the shortcut to open a new window document.

5. **What are the things that we can notice after opening the Excel interface?**
   The Excel interface mainly includes the following sections:
   - Title bar and Quick access tool bar: The top bar of the document with title of the document at the centre and the quick access tool bar at the left corner. You can add your favourite commands to the quick access tool bar.
   - Menu bar/Tool bar: The next section under the title bar which includes the different menus and if you select each tab in the tool bar grouped sub-menus can be seen.
   - Formula bar with name tab: Name tab located in the left of formula bar shows the cell address and formula bar shows the data or formula that is entered in the specified cell.
   - Worksheet: Table like pages with rows and columns where we enter the data.
   - Navigation buttons and sheet tab: Sheet tab shows the worksheets that are opened in the workbook.

6. **When to use a relative cell reference in excel?**
   Relative cell references are used when repeated calculations are done in the sheet. The cell reference is used in the formulas instead of the data, so that the same formula can be applied to the other cells and the cell reference will be automatically replaced by the reference of the respective selected cell.