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, like this one. Each cell is identified on a worksheet by its reference, the column letter and row number that intersect at the cell's location. This cell is in column D and row 5, so it is cell D5. The column always comes first in a cell reference.

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

To prevent other users from accidentally or deliberately changing, moving, or deleting data in a worksheet, you can lock the cells on your Excel worksheet and then protect the sheet with a password. Say you own the team status report worksheet, where you want team members to add data in specific cells only and not be able to modify anything else. With worksheet protection, you can make only certain parts of the sheet editable and users will not be able to modify data in any other region in the sheet.

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

You can move or copy a worksheet into another workbook in Microsoft Excel by following these steps:

To move a worksheet:

1. Right-click on the tab of the worksheet you want to move.
2. Select "Move or Copy..." from the context menu.
3. In the "Move or Copy" dialog box, select the destination workbook from the "To book" drop-down list.
4. Make sure that "Create a copy" is not checked.
5. Click "OK" to move the worksheet to the destination workbook.
6. To copy a worksheet:

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

The shortcut key for opening a new document window in Microsoft Word depends on the operating system you are using.

For Windows: Press the "Ctrl" + "N" keys on your keyboard.

For Mac: Press the "Command" + "N" keys on your keyboard.

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

When you open Microsoft Excel, you will see the following interface elements:

1. **Quick Access Toolbar**: A small toolbar located above the ribbon that allows you to access frequently used commands.
2. **Ribbon:** The main navigation area in Excel that is divided into tabs, such as "Home", "Insert", "Data", "Review", etc. Each tab contains a set of related commands.
3. **Worksheet tabs**: Located at the bottom of the Excel window, these tabs represent the individual worksheets in a workbook.
4. **Formula** **bar**: The bar at the top of the worksheet that displays the contents of the active cell and allows you to enter or edit data.
5. **Column headings**: The letters at the top of the worksheet that identify the columns.
6. **Row headings**: The numbers on the left side of the worksheet that identify the rows.
7. **Cells**: The rectangular boxes that make up the body of the worksheet. Each cell can contain data, a formula, or a combination of both.
8. **Gridlines**: The lines that separate the cells and help you to align data in the worksheet.
9. **Sheet navigation arrows**: The buttons located at the bottom right corner of the worksheet that allow you to navigate between the sheets in a workbook.

These are the main elements that you will see when you open Microsoft Excel.

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

A relative cell reference in Excel is used when you want a formula to reference a cell that is relative to its own position. In other words, when you copy the formula to another cell, the reference to the original cell should change accordingly.

Here are some situations where you would want to use a relative cell reference in Excel:

1. Simple calculations: If you are making a simple calculation that involves values in adjacent cells, you would use relative cell references in the formula. For example, if you want to add two cells, you would use a formula like "=A1 + B1".
2. Repeated calculations: If you want to repeat the same calculation in several cells, you would use relative cell references in the formula. For example, if you want to multiply the value in cell A1 by 2 and then copy the formula to the next cell, the reference to cell A1 would change to cell A2.
3. Building tables: If you are building a table and want the formula to reference cells relative to the position of the formula, you would use relative cell references. For example, if you have a formula in cell B2 that references cell A2, you can copy the formula to the cells below to get the same result for the next rows.

In summary, you would use a relative cell reference in Excel when you want to copy a formula to another cell and have the reference to the original cell change accordingly.