Advance Excel Assignment

Q.1. What do mean by cells in an Excel sheet?
→ In microsoft Excel, cells are the rectangular boxes that make up the grid of a worksheet. Each cell is the intersection of a column and a row, and is identified by its cell address, which is the column letter and row number. For example, a cell in column D and row 5 is cell D5.

You can select a cell by clicking an it or by using the arrows keys on your keyboard. 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 Dell reference.

Q2. How can you restrict someone from copying a cell from your worksheet?
→ To restrict someone from copying a cell from your worksheet, you can lock the specific cell
(5) you want to protect & then Protect the entires sheet with a password using the "protect sheet" option in the Review tab of your spreadsheet program (like microsoft Excel) - This Prevents anyone from copying data from the locked cells unless they know the password to unprotect the sheet.

key steps :

- Select the cell (s) :- Highlight the cell(s) you want to prevent copying from.

- Format Cells :- Right-click on the selected cells and choose "Format Cells".

- Lock the cell :- Go to the "Protection" tab in the Format cells dialog box and check the "Locked" option.

- Protect Sheet :- Navigate to the "Review" tab and click "Protect Sheet".

- Set Password :- Enter a Password when Prompted to protect the sheet.

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

→ To move or copy a worksheet into another workbook in Excel, right-click on the sheet tab you want to move, select "move or copy", then choose the destination workbook from the "To book" option, and decide whether you want to create a copy or just move the sheet over; you can also drag and drop the sheet tab while holding down the "Ctrl" key to copy it.

key steps :-

- Select the sheet :- Right-click on the tab of the worksheet you want to move or copy.

- Open the "move or copy" option :- Select "move or copy" from the Right-click menu.

- Choose destination workbook :- In the "move or copy" dialog box, select the desired workbook from the "To book" dropdown.

- Copy or move :- check the "create a copy" box if you want to duplicate the sheet, oterwise, it will be moved.
- Confirm :- click "ok" to complete the operation.

Q4- Which key is used as a shortcut for opening a new window document?

→ Ctrl + mouse scroll wheel - change view file and folder. Ctrl + N = open new window.

Q5. What are the things that we came notice after opening the excel interface?

→ When you open the Excel interface, you will immediately see the "Ribban" with tabs containing various Commands, the active worksheet with Cells organized in rows and Columns, the formula bar for enterings data and functions, the status bar at the bottom displaying information like cell count and sum, and the file name in the title box at the top.

- key Elements of the Excel interface :-
- Ribben :- The Primary navigation bar at the top with tabs lik "Home", "Insert", "Page layout", "Formulas", "Data", "Review", and "View", each Containing groups of related Commands.
- Worksheet :- The active working area where data is entered and displayed, composed of cells arganized in rows and Columns.
- Cells :- Individual boxes within a worksheet where you input data.
- Formula Bar :- The area where you type formu and function to perform Calculation on data within cells.

- Status Bar :- A small bar at the bottom of the window displaying information like the selected cell range, sum, average, and count of selected cells.

- Title Bar :- Displays the name of the current workbook file.

Q 6. When to use a relatives cell reference in excel ?

→ Relative cell references are the defalut cell references in Excel. They change based on the relative position of rows and columns when copied across multiple cells. For example, if you copy the formula = $A1 + B1$ from row 1 to row 2, the formula will be-come = $A2 + B2$.

You can also use absolute cell references in Excel, which remain constant no matter where they are copied. To designate an absolute reference in a formula add a dollar sign ($) before the column and row.