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

**Ans: -** A cell is a combination of row and column. Rows are identify by 1,2,3 and columns are as A, B, C. We can easily say a cell contains an alphanumeric value (A1, A2, A3).

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

**Ans: -** To protect sheet from copying the data, we can do the following steps: -

Review Tab (Toolbar) -> Manage Protection -> Protect Sheet.

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

**Ans: -**  Follow the following steps: -

Right Click on the worksheet tab – Move or Copy the sheet – Create a Copy – OK.

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

**Ans: -** “Ctrl + N”.

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

**Ans: -** 1. Tool bars

2. Formula Bar

3. Worksheet Window

4. Cells

5. Worksheet Tab

6. Row Heading

7. Column Heading

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

Ans: - Relative Reference is a type of cell reference in Excel. This reference changes when the formula is copied to any other cell or any other worksheet.