**Advance Excel Assignment 1**

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

Ans: - A cell is the intersection of column and row in excel worksheet.

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

Ans: - To restrict someone from copying or moving data from the worksheet, one should go to review tab and use protect sheet, enable password. By entering password, you can secure your worksheet from getting copied by others.

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

Ans: - There are different ways to do this but the convenient way to do this is-

Open the source and target workbook with the help of view tab, in the windows group click view side by side. This will arrange the two workbooks horizontally. In the source workbook, click the sheet tab you would like to copy, hold down the ctrl key and drag the sheet to the target workbook.

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

Ans: - The shortcut key for opening a new window document is Ctrl+N.

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

Ans: - The things that can notice after opening the Excel is the ribbon tabs, ribbon groups, formula tab, selected cell, rows, columns, sheet tab, zoom slider control.

1. 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. Relative cell references are used whenever calculations need to be repeated.