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

A cell is a intersection of rows and columns where the data can be entered.

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

We can restrict copying a cell by providing password in Protect sheet. It will lock all the cells in the worksheet.

Menu bar >Review > Protect sheet > Password

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

* Go to the source sheet which needs to be copied.
* Right click on the sheet tab , click on Move or copy
* Select the target workbook name and check on the “ create a copy “ option

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

Ctrl+O

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

A blank spreadsheet, Home , File tab, Home tab, Toolbar, Formula bar, cells etc..

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

Relative cell reference will be used when we want to do the same calculation in multiple rows or columns.