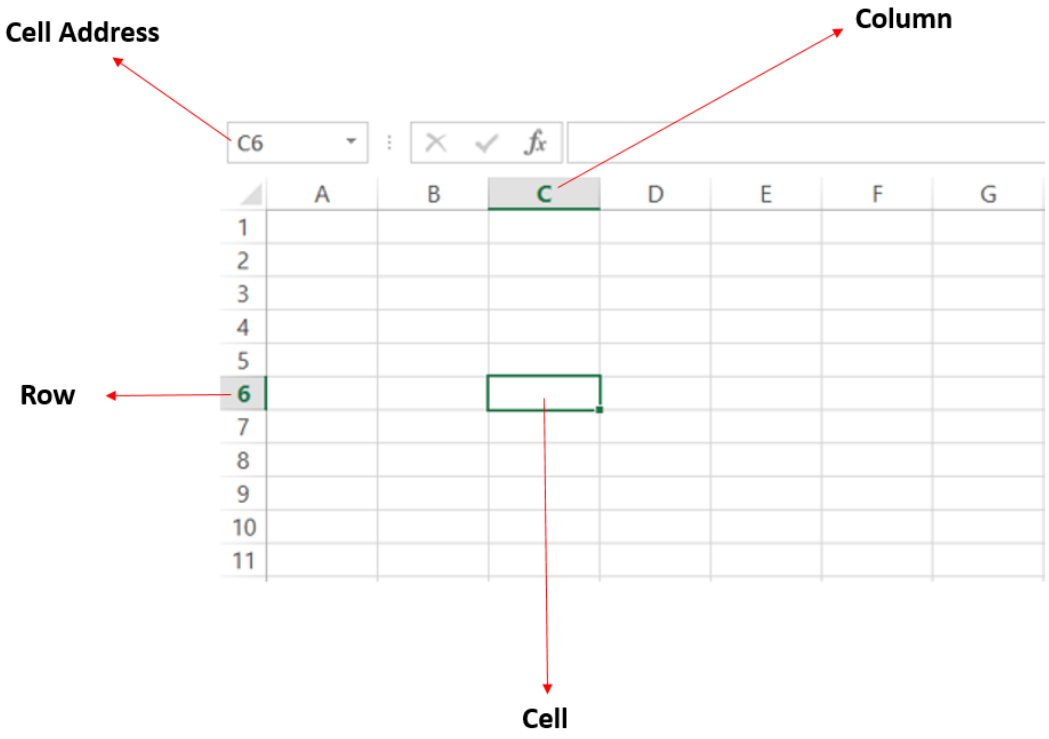
## Assignment – 1

### 1] What do you mean by cells in an Excel sheet?

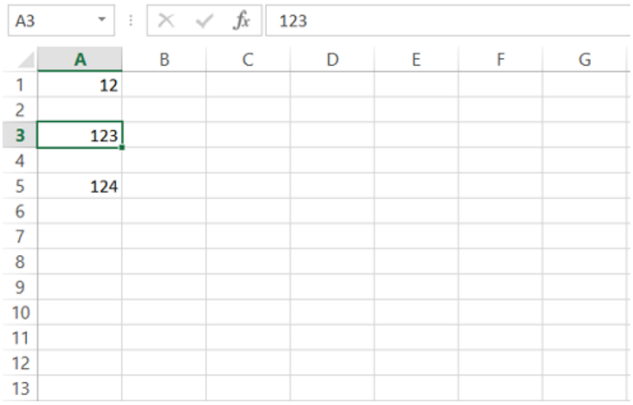
1) Every excel sheet is made up of many rectangles which are called cells.
2) A cell is made from both columns and rows.
3) It can be called the intersection of both column and row.
4) A column in excel is been identified by letters such as A, B, C, D, …..
5) A row in excel is been identified by numbers such as 1, 2, 3, 4, …. and so on.
6) Each cell has its own address based on the column and row name.



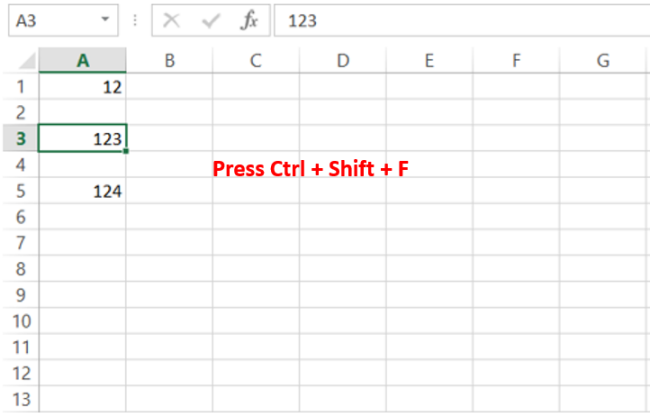
## 2. How can you restrict someone from copying a cell from your worksheet?

Yes, we can restrict someone from copying a cell from our worksheet through some simple techniques which are follows.

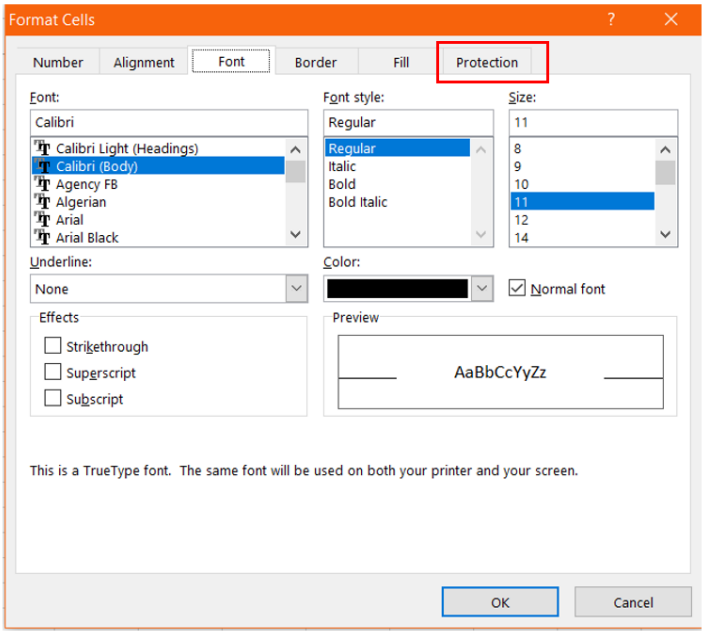
1) We have to first select a cell which we want to lock on our worksheet.



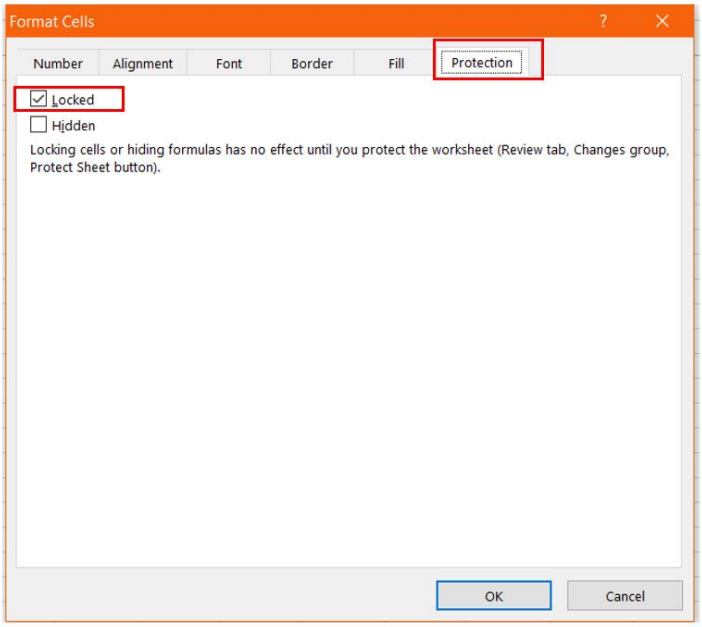

2) After selecting we have click Ctrl + Shift + F




3) A dialogue box will appear we have to go on protection.



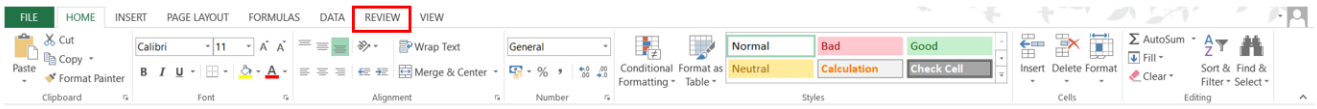
4) After going to protection we have to select Locked



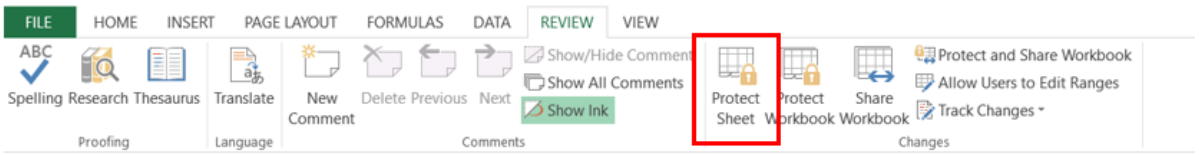

5) And our cell is locked and no one can alter the cell leaving the owner.

You can also protect the sheet by Clicking on Review and Clicking on Protect Sheet.

1) Go on review



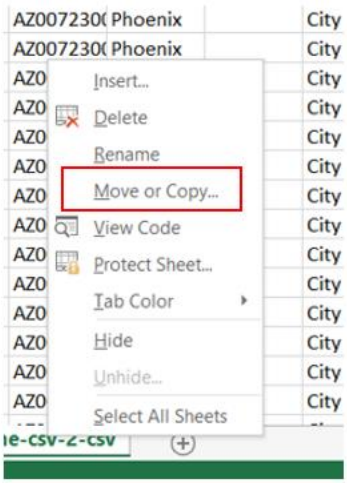

2) Select Protect Sheet



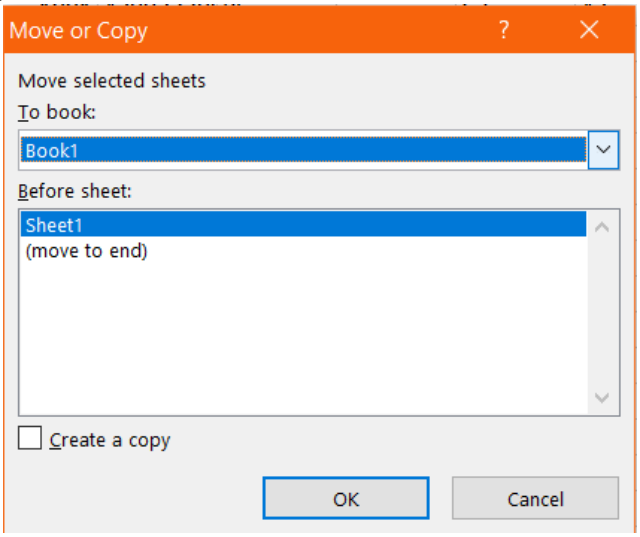
**Q.3) How to move or copy the worksheet into another workbook?**

We can achieve this using following steps

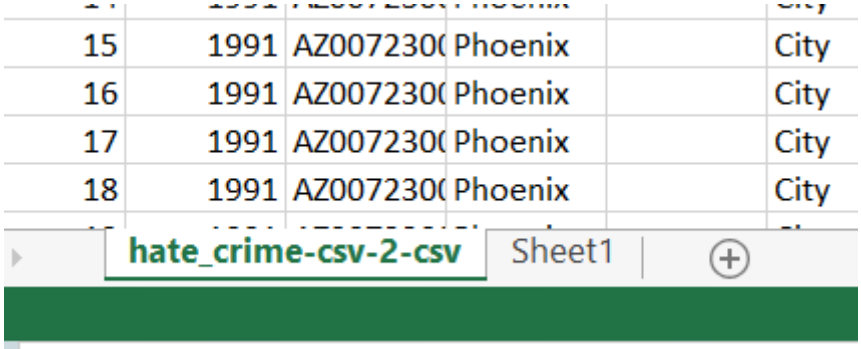
1) Click on the sheet tab and select Move or Copy




2) A Dialogue box will appear and choose the workbook in which you want to copy the worksheet. And then click on Ok




3) The sheet will be copied in another notebook.



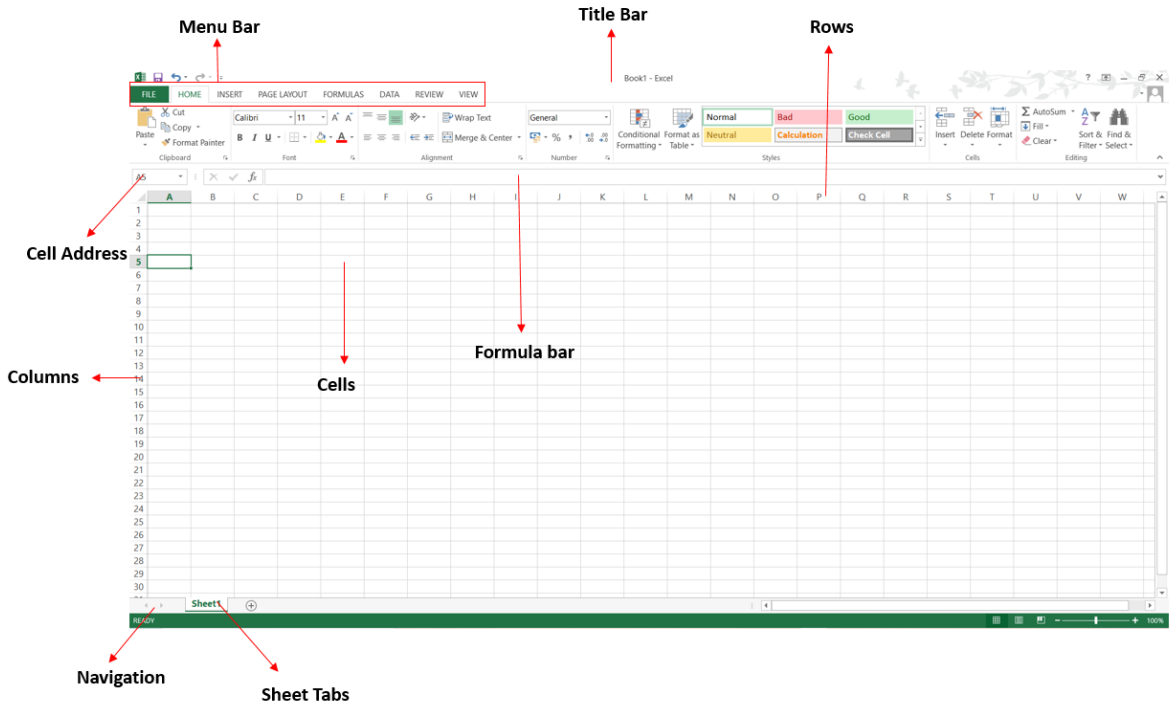

Another technique to achieve this by Dragging and Dropping the worksheet in another notebook

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

Ctrl+N is they keys which are used as a shortcut for opening a new window document.

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

When we open our Microsoft Excel we can find the following interface as shown in the image.




The space where we work on excel is called as Workbook.

Let's see each of them in.

1) **Menu bar:** The menu bar displays all of the menus available for use in Excel. The contents of any menu can be displayed by left-clicking the menu name.

2) **Title bar:** The title bar displays both the name of the application and the name of the spreadsheet.

3) **Toolbar:** Some commands in the menus have pictures or icons associated with them. These pictures may also appear as shortcuts in the toolbar.

4) **Cell :** A cell is an intersection of a column and row. Each cell has a unique cell address. In the picture above, the cell address of the selected cell is B3. The heavy border around the selected cell is called the cell pointer.

5) **Columns:** Each column is named by a letter or combination of letters. The columns range from A to XFD and in total there are 16384 columns.

6) **Rows:** Each spreadsheet contains 1048576 rows. Each row is named by a number.

7) **Cell Address:** This shows the address of the current selection or active cell.

8) **Formula Bar:** The formula bar isplays information entered—or being entered as you type—in the current or active cell. The contents of a cell can also be edited in the formula bar.

9) **Sheet Navigation:** Navigation buttons allow you to move to another worksheet in an Excel workbook. They are used to display the first, previous, next, and last worksheets in the workbook.

10) **Sheet Tabs:** Sheet tabs separate a workbook into specific worksheets. A workbook defaults to three worksheets. A workbook must contain at least one worksheet.

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

By default, all cell references are **relative references**. When copied across multiple cells, they change based on the relative position of rows and columns. For example, if you copy the formula **=A1+B1** from row 1 to row 2, the formula will become **=A2+B2.** Relative references are especially convenient whenever you need to **repeat** the same calculation across multiple rows or columns.

Some steps are:

1) Select the cell for which you want to calculate

| | A | B | C |
|---|---|---|---|
| 1 | Price (in Rs) | Quantity | Total |
| 2 | 30 | 7 | |
| 3 | 40 | 8 | |
| 4 | 60 | 9 | |
| 5 | 20 | 11 | |
| 6 | 56 | 5 | |
| 7 | 81 | 3 | |

2) Enter the formula for calculation

| | A | B | C |
|---|---|---|---|
| 1 | Price (in Rs) | Quantity | Total |
| 2 | 30 | 7 | =A2*B2 |
| 3 | 40 | 8 | |
| 4 | 60 | 9 | |
| 5 | 20 | 11 | |
| 6 | 56 | 5 | |
| 7 | 81 | 3 | |

3) You will get the answer for the first one.
4) Drag and Drop up to the cell on which you want to calculate Total. After dragging you will automatically get the answers for rest of cells as well.

| | A | B | C |
|---|---|---|---|
| 1 | Price (in Rs) | Quantity | Total |
| 2 | 30 | 7 | 210 |
| 3 | 40 | 8 | 320 |
| 4 | 60 | 9 | 540 |
| 5 | 20 | 11 | 220 |
| 6 | 56 | 5 | 280 |
| 7 | 81 | 3 | 243 |
| 8 | | | |