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

**ANS:** Cell is a rectangular box which occurs at the intersection of a vertical column and a horizontal row in excel worksheet.

Vertical columns are the ones that are numbered with alphabetic values such as A, B, C,D.....

Horizontal rows the ones those are numbered with numeric values such as 1, 2, 3, 4, 5....

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

**ANS:** Menu bar >Review > Protect sheet > Password. By entering password, you can secure your worksheet from getting copied by others.

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

**ANS:** Right click on the worksheet tab and select Move or Copy.

Select the Create a copy checkbox.

Under Before sheet, select where you want to place the copy.

Select OK.

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

**ANS:** Ctrl+N

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

**ANS:** There are two types of cell references: relative and absolute. Relative and absolute references behave differently when copied and filled to other cells. Relative references change when a formula is copied to another cell. Absolute references, on the other hand, remain constant no matter where they are copied.

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

**ANS**: There are two types of cell references: relative and absolute. Relative and absolute references behave differently when copied and filled to other cells. Relative references change when a formula is copied to another cell. Absolute references, on the other hand, remain constant no matter where they are copied.