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

Cell is the area where the input or values will be entered. It represents the intersection of row and column of the particular box (rectangle box).

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

By using the option Hide we can able to hide in one way. Other way is selecting the cell, format cells then in the protection tab select locked.

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

By selecting the whole by clicking Ctrl + A, then copy to the new sheet by selecting Ctrl + N then pasting there. Else, by right click the tab name and select move or copy, then select copy.

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

By selecting Ctrl + N we can open a new window document.

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

At first, we can see the sample templates, our previous works. Then by selecting the blank document or template we want, it will get us through the selected sheet.

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

When we need to do some mathematical calculations or any other functional operations, we select the corresponding cells. This is the relative cell reference. Ex : =SUM(B2:F2)