

Advance Excel Assignment 1

Q.1.ans} A cell is a rectangular area formed by the intersection of a column and a row. Cells are identified by the Cell Name.

Q.2.ans} In order to protect your worksheet from getting copied, you need to go into Menu bar >Review > Protect sheet > Password.

Q.3.ans} Open both spreadsheets.>Right-click on the sheet you want to move.> Click “Move or Copy.

Q.4,ans} ctrl + N

- Q.5.ans} The Excel interface **revolves around the ribbon, which is the strip of controls across the top section of the application window.** The ribbon is comprised of tabs, which contain groups of controls, and this terminology is used to identify the location of tools.

Q.6.ans} Relative cell references are basic cell references that **adjust and change when copied or when using AutoFill**