Advance Excel Assignment 1

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

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

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

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

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

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

1. Cells are the boxes you see in the grid of an excel worksheet, like this one. Each is identified on a worksheet by its, reference, the column letter and row number that intersects at the Cell’s location.

2. On the review tab, click protect sheet

In the allow all users of this worksheet to list, select the elements you want people to be able to change.

Optionally, enter a password in the password to unprotect sheet box and click Ok.

3. Excel as three inbuilt routes to duplicate worksheets. Depending on your preferred working technique, you can use the ribbon, mouse or keyboard.

**Method:1-** usually, you drag and drop to move something from one place to another. But this method also works for copying tabs and is, in truth, the fastest way to copy a sheet in excel.

Simply, click on the sheet tab that you want to copy, hold the ctrl key and drag the tab where you want it.   
**Method:2-** Duplicate a sheet by right-clicking

Here’s another way to duplicate a sheet in Excel that is just as easy:

1. Right click on the tab and select Move or copy from the context menu. This will open the move or copy dialog box.

2. Under before sheet, choose where you want to place the copy.

3. put a tick in the create a copy box

4.Click ok

**Method:3-** Copy a tab in excel using the ribbon

The ribbon contains all the features available in Excel.

To copy sheet go to home tab> cells group, click format, and then click move or copy Sheet.

The common way to copy a sheet to another workbook is this:

Right click on the tab that you want to copy, and then click Move or Copy…

In the Move or Copy dialog box, do the following:

Under To book, choose the target file. To place a copy into a new workbook, select (new book).

Under Before sheet, specify where to put the copy.

Select the Create a copy box. Click OK.

4. Ctrl+N

Tip: To quickly create a new blank file or email, press Ctrl+N.

5. Thing that we notice in Excel Interface

Formula bar: the Formula bar is found just beside the Formula Quick menu.

Status Bar: The status bar in the bottom-left corner of the Excel window displays various information about the current mode off the workbook.

Zoom Slider control.

6. By default, a cell reference is a relative reference, which means that the reference is relative to the location of the cell. If, for example, you refer to cell A2 from cell C2, you are actually referring to a cell that is two columns to the left (C minus A)—in the same row (2).