

ADVANCE EXCEL

ASSIGNMENT-1

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

Ans:- Cell: A cell is a rectangular area formed by the intersection of a column and a row. Cells are identified by the Cell Name (or Reference, which is found by combining the Column Letter with the Row Number. For example the cell in Column "C" in Row "3" would be cell C3.

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

Ans:- In order to protect your worksheet from getting copied, you need to go into Menu bar >Review > Protect sheet > Password. By entering password, you can secure your worksheet from getting copied by others.

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

Ans:- On the Edit menu, click Sheet > Move or Copy Sheet. On the To book menu, click the workbook that you

want to copy the sheet to. Tip: To create a new workbook that contains the moved sheet, click new book. In the Before sheet box, click the sheet that you want to insert the copied sheet before, or click move to end.

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

Ctrl+N Ctrl+N: Open a new browser window.

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

The Excel Starter startup screen appears, and a blank spreadsheet is displayed. In Excel Starter, a

spreadsheet is called a worksheet, and worksheets are stored in a file called a workbook. Workbooks can have one or more worksheets in them.

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

Relative references are used when we want to perform a similar operation on multiple cells and the formula must change according to the relative address of column and row. For example, We want to add the marks of two subjects entered in column A and column B and display the result in column C