Assignment 1:

① what do you mean by cells in an excel sheet?

⟹ It is a rectangular area formed by interaction of a column and a row.

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

⟹ Go to Menu Bar > Review > Protect sheet > Password.

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

⟹ ① Open the workbook that you want to move the sheet to.

② On the windows menu, click the workbook that contains the sheet that you want to move.

③ On the edit menu, click sheet > Move or copy sheet.

④ On the To book Menu, click the workbook that you want to the sheet to.

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

⟹ Ctrl + N, 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?

⟹ The excel interface includes, Quick access toolbar, Ribbon, Name box, Quick menu etc...

⑥ when to use relative cell reference in excel?

=> It is used to adjust and change when copied or when using AutoFill. e.g. =SUM(B5:B8) changes to = SUM(C5:C8) when copied across the next cell.