**Advance Excel Assignment 1**

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

Answer: 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.

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

Answer: In the workbook you need to disable the cut, copy and paste functions, please press the **Alt**+**F11** keys simultaneously to open the **Microsoft Visual Basic for Applications** window.

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

Answer:

1. Right click on the worksheet tab and select Move or Copy**.**
2. Select the Create a copy checkbox.
3. UnderBefore sheet, select where you want to place the copy.
4. Select OK.
5. Which key is used as a shortcut for opening a new window document?

Answer: Ctrl + N is used as a shortcut for opening a new window document

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

Answer: The interface components of Excel include the Quick Access Toolbar, Ribbon, Name Box, Formula Quick Menu, Formula Bar, Status Bar, Worksheet View Options, Zoom Slider Control, and the Zoom Percentage Indicator.

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

Answer: Relative references are especially convenient whenever you need to repeat the same calculation across multiple rows or columns.