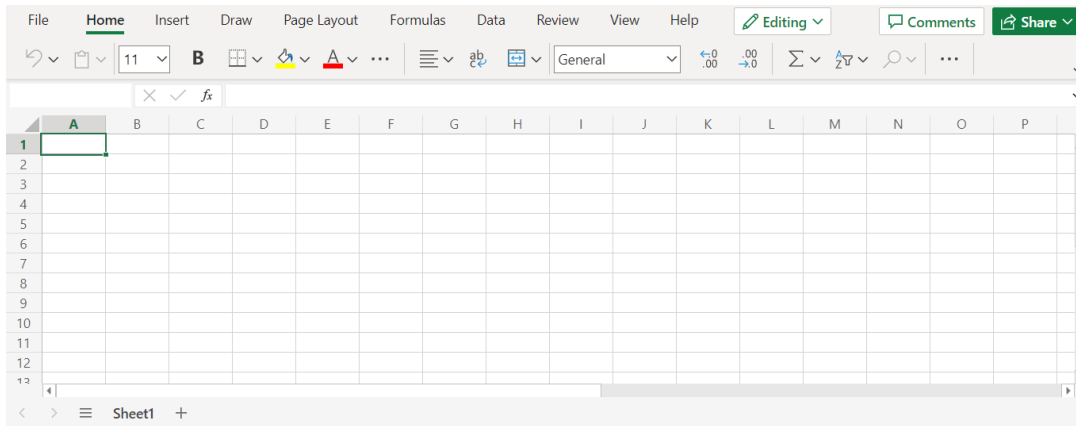


que.1) What do you mean by cells in an excel sheet?

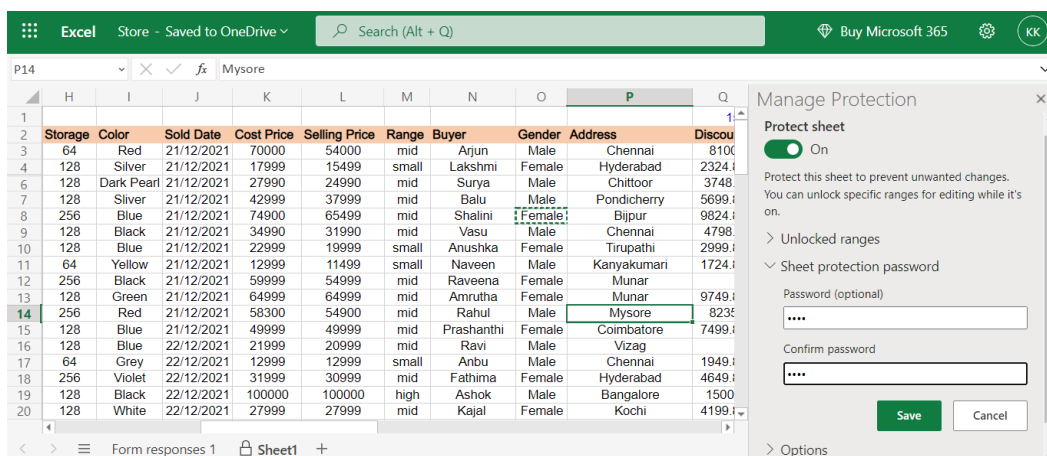
A worksheet contains a 1000's of rectangular boxes, which are usually called cells. In which all the excel operations like data entry, modification, deletion and so on operations take place. These cells are grouped by Rows and columns, which are named as (A1,A2,B1,B2.....)



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

There are various methods to protect the worksheet, for all the methods we can use password restrict copying the data.

- First Method - Go to review tab > click on Manage protection > on the protect sheet > uncheck all checkboxes enter password and re-enter password. (No modification can be done)



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

Steps to move the worksheet to another workbook

- Select the content in the worksheet to copy
- Right click on the mouse and select copy/move option
- Open a new workbook
- Right click on the mouse and click on paste option (paste/paste values)

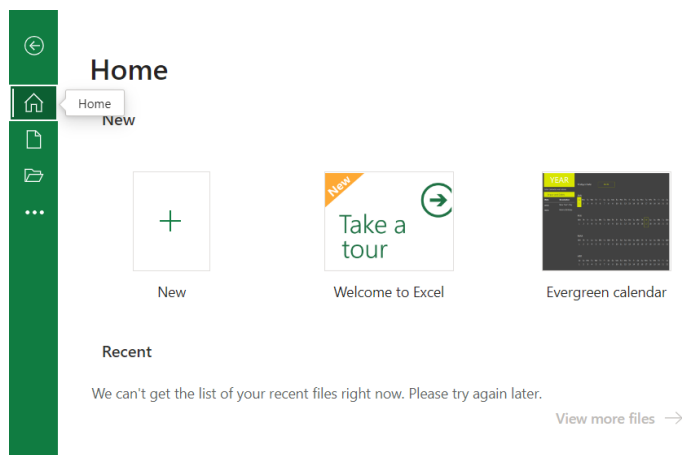
que.4) Which key is used as a shortcut for opening a new window document?

ALT+W+N – to open a new window document.

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

The things which we can notice are as follows :-

- Left hand side icons are called startup options which includes(Home tab, new workbook tab, open workbook tab)
- In the home tab, a blank workbook will be available. Next to that there will be tutorial tabs.
- In the main dashboard the recent templates, search tab, shared with me options are available



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

When we want to do some mathematical operation between 2 cells, where cell 2 is relative to cell 1 in such a case we can use relative cell reference.

Eg. to add cell b3 with cell b2, we can just use formula =b3+b2 it also applicable to all following cells, in this case it is called relative cell reference