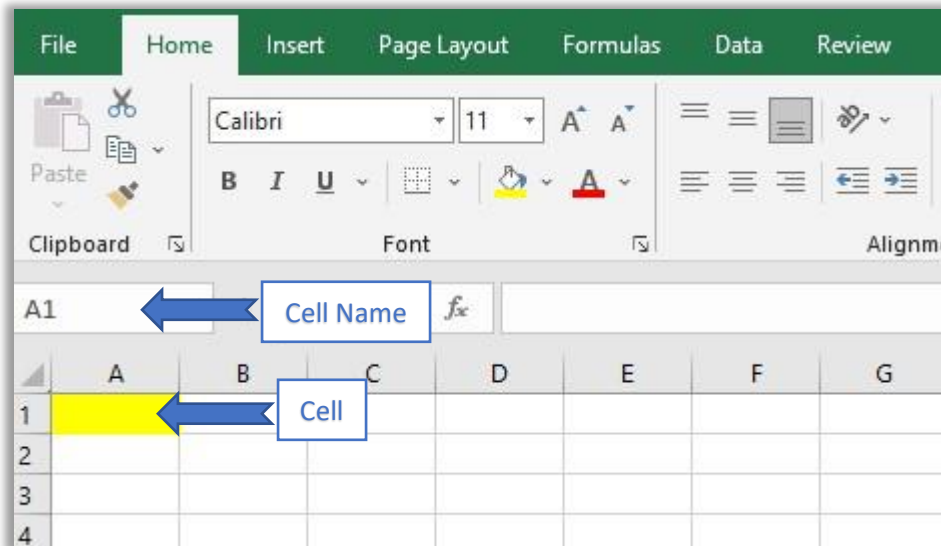


Advance Excel Assignment 1

(-By Lakshmi)

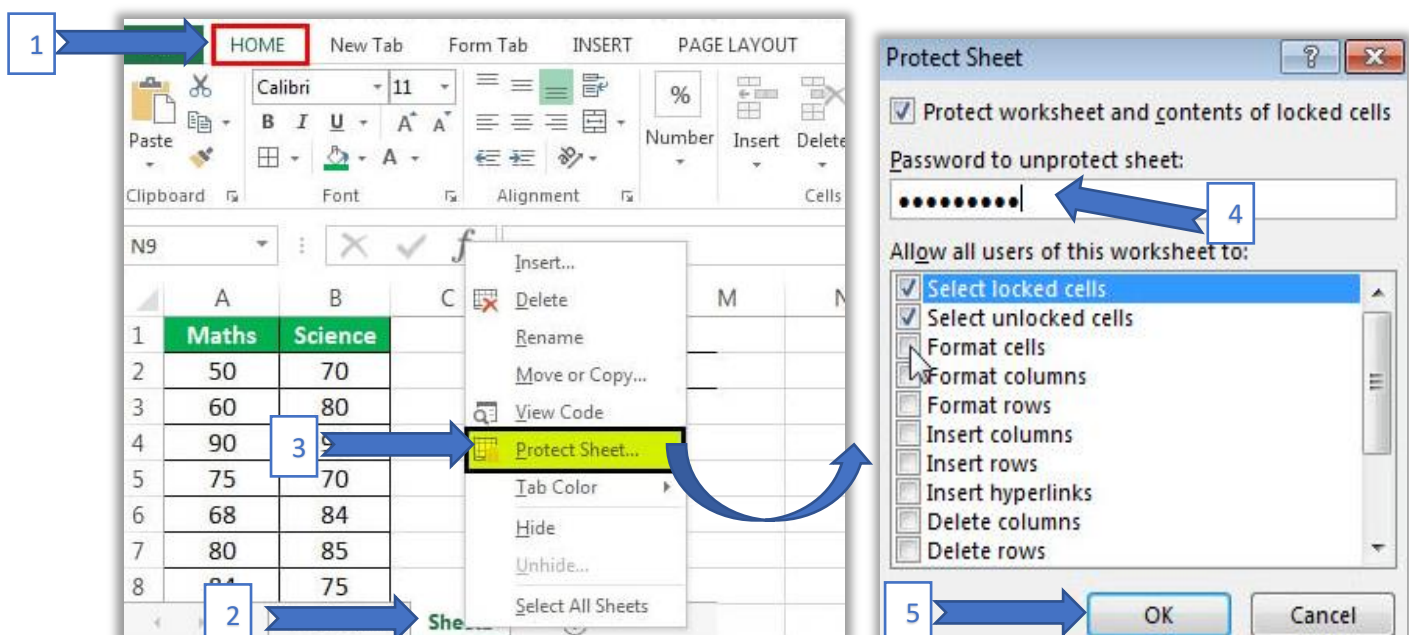
1. What do you mean by cells in an excel sheet?

⇒ Cell is the region which holds the data that we are inserted. It is intersection of row and column that will specify the position of the data within the excel sheet. Example: - A1 here 'A' is Column index & '1' is Row index like the yellow filled cell below.



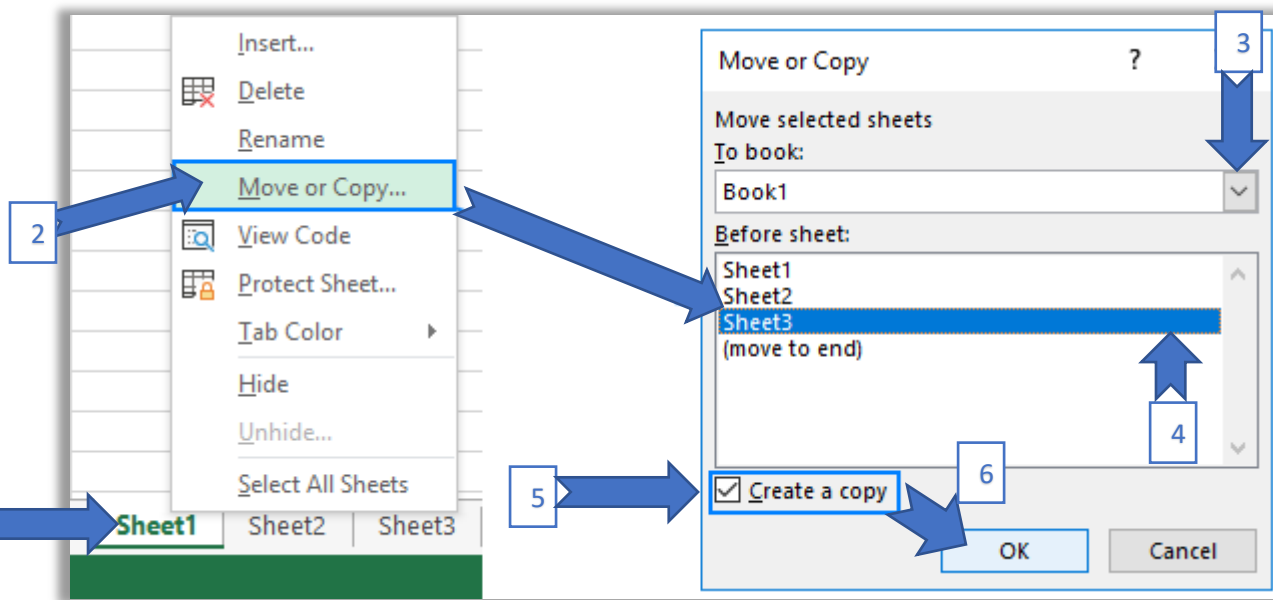
2. How can you restrict someone from copying a cell from your worksheet?

⇒ # Go to Home -> Right Click on Worksheet(which is to be protected)
Dialogue box appeared Click on 'Protect Sheet'
Enter the 'Password' inside the dialogue box
Click 'OK'
Now the worksheet gets protected.



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

- ⇒ # Right Click on Worksheet
 - # Click on 'Move or Copy' from dialogue box
 - # From Move or Copy dialogue box click on Drop down option
 - # Select new book
 - # Click on Create a Copy check box
 - # Click on 'OK'
- Now the Worksheet move or copy into another Workbook.

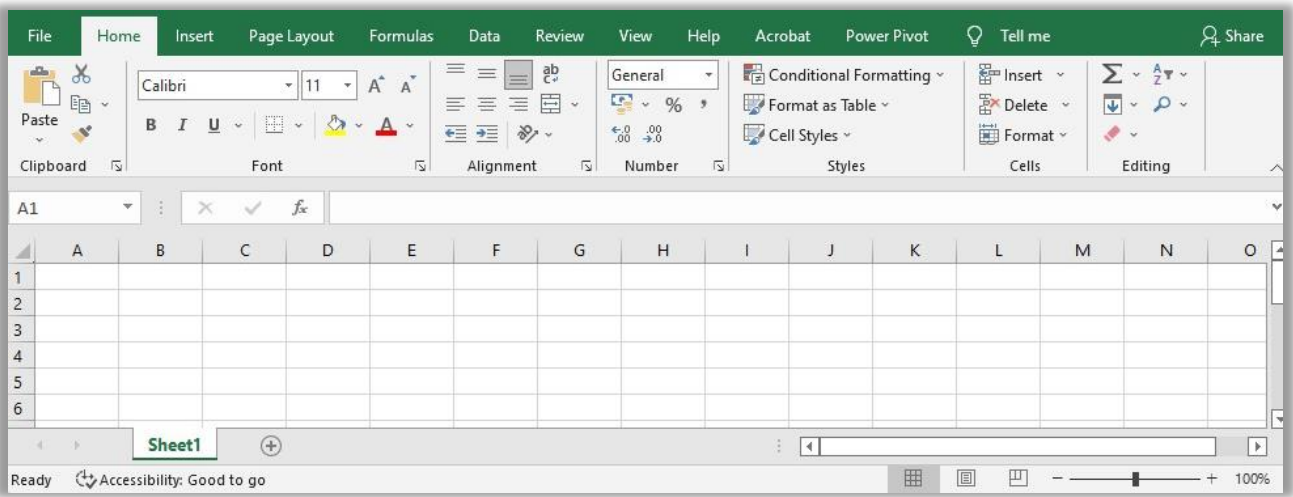


4. Which key is used as a shortcut for opening a new window document?

- ⇒ CTRL + N

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

- ⇒ # At the very top we see quick excess tool bar
- # Then we see the menu bar which contains all the tabs
- # Ribbon
- # Name box
- # Formula bar
- # Column headings
- # Row headings
- # Navigation buttons
- # Sheet tabs
- # Page Zoom Bar



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

- ⇒ Whenever we need to repeat the same calculation across multiple rows or columns.