Assignment 1 MS Excel

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

Ans:Cell is the intersection of rows and columns in excel sheet.

Exa: A1,A2 ,B1 etc.

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

Ans: Select the cell- go to Review tab-Protect sheet- selected cells-press OK.

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

Ans: Right click on sheet- select copy of move- select new workbook- press ok.

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

Ans; In excel window Ctrl N

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

Ans; Quick Access Toolbar, Ribbon, Name Box, Formula Quick Menu, Formula Bar,

Status Bar, Worksheet View Options, Zoom Slider Control, and the Zoom Percentage Indicator.

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

Ans: Relative reference is a type of cell reference in Excel. This reference changes when the formula is

copied to any other cell or any other worksheet. Relative cell references are used whenever calculations need to be repeated.