Advance Excel Assignment 1

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

Ans:

Cells are the boxes you see in the grid of an Excel worksheet, like this one. Each cell is identified on a worksheet by its reference, the column letter and row number that intersect at the cell's location.

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

Ans:

By default, when you protect a worksheet, all the cells on the worksheet are locked, and users cannot make any changes to a locked cell.

To set a password to protect cells, follow the steps given below:

1) Go to REVIEW tab and click on "Protect Sheet" option.

2) Excel opens the Protect Sheet dialog box. By default, Excel selects the Protect Worksheet and Contents of Locked Cells check box.

3) Select any of the check boxes in the Allow All Users of This Worksheet To list box (such as Format Cells or Insert Columns) that you still want to be functional when the worksheet protection is operational.
The Select Locked Cells and Select Unlocked Cells check boxes are selected by default.

4) Type the password in the 'Password to unprotect Sheet' text box.

5) Click OK.

6) Excel opens the Confirm Password dialog box. Re-enter the password in the Reenter Password to Proceed text box and then click OK. Notice that if you try to edit a cell, Excel displays an error message.

To remove worksheet protection, click the Unprotect Sheet button in the Changes group on the Review tab. You'll be prompted to type the password that you had set for protection.

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

The common way to copy a sheet to another workbook is this:

- Right click on the tab that you want to copy, and then click Move or Copy…
- In the Move or Copy dialog box, do the following:
- Under To book, choose the target file. To place a copy into a new workbook, select (new book).
- Under Before sheet, specify where to put the copy.
- Select the Create a copy box.
- Click OK.
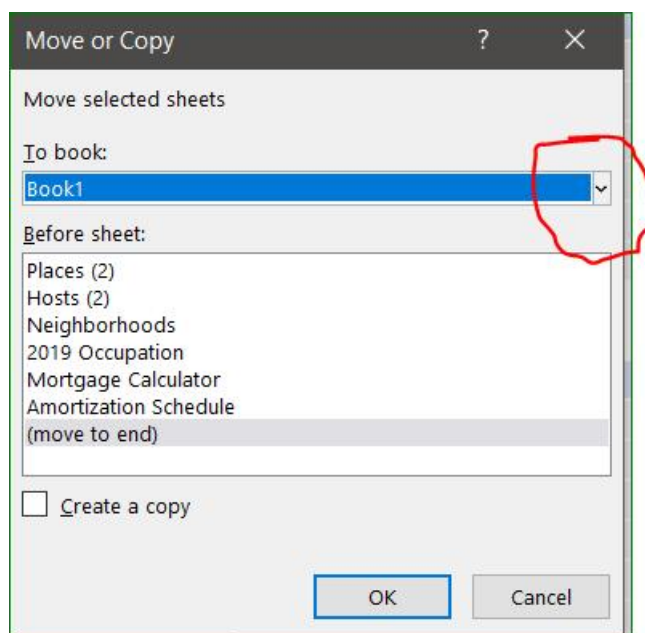
- Note. Excel displays only the open workbooks in the To book drop-down list, so be sure to open the destination file before copying.

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

Ans: Ctrl+N

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

Ans: 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.
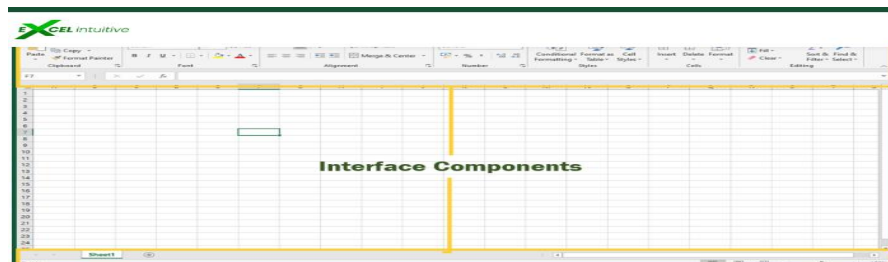
Interface Components

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.

QUICK ACCESS TOOLBAR

The Quick Access Toolbar is found on the top-left of the Excel window which contains the commonly-used commands in Excel. This toolbar can be customized and lets you choose which commands you want to access easily. By default, this contains the save, undo, and redo commands.

RIBBON

The Ribbon interface contains the commands that are available for use in Excel. This has multiple tabs including the File, Home, Insert, Page Layout, Formulas, Data, Review, View, Add-ins, and Help tabs. There are tabs that will appear when necessary; for example, the Format tab appears when you click an inserted shape.

The tabs are then subdivided in groups based on the usage of the commands. For example, in the Home tab, the commands are grouped in Clipboard, Font, Alignment, Number, Styles, Cells, and Editing.

NAME BOX

The Name Box is an input box which normally displays the name or location of the active cell on the worksheet. This is also used to directly create a named range. When you open a blank workbook, the selected cell is A1, by default.

FORMULA QUICK MENU

The Formula Quick Menu beside the Name box is a shortcut when you want to insert a function. If you click the *fx* option, the Insert Function will pop-up to let you choose which Excel function would you like to use.

FORMULA BAR

The Formula Bar is found just beside the Formula Quick Menu. This allows you to enter or edit data, formula or a function that will appear in the selected cell whose name or location appears in the Name Box.

STATUS BAR

The Status Bar in the bottom-left corner of the Excel window displays various information about the current mode of the workbook.

WORKSHEET VIEW OPTIONS

The Worksheet View Options lets you choose which of the 3 worksheet views you want (Normal, Page Layout, or Page Break Preview). By default, the worksheet view is set to Normal.

ZOOM SLIDER CONTROL

The Zoom Slider Control helps you zoom in and zoom out the worksheet.

ZOOM PERCENTAGE INDICATOR

The Zoom Percentage Indicator displays the zoom percentage just beside the Zoom Slider Control. By default, it is set to 100%.

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.