**Microsoft Exel Assignment 1**

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

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.

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

In order to protect your worksheet from getting copied, you need to go into Menu bar >Review > Protect sheet > Password. By entering password, you can secure your worksheet from getting copied by others.

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

Click the sheet that you want to copy to the other workbook. On the Edit menu, click Sheet > Move or Copy Sheet. On the To book menu, click the workbook that you want to move the sheet to. Tip: To create a new workbook that contains the moved sheet, click new book.

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

Within a program, like MS word, excel or any other program which allows you to create a new document without exiting the program, there is a common shortcut for creating new document –“ Ctrl + N”

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

The interface components of Excel include the Quick Access Toolbar, Ribbon, Name Box, Formula Quick Menu, Formula Bar, Status Bar, Worksheet ...

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

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