

# Excel Assignment 1 by Madhupa Samanta

## Advanced Excel Assignment 1

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

Ans A cell is an area on a excel spreadsheet where data can be entered. A cell is a rectangular box formed by the intersection of a row and column. Each cell has unique address made up of its column letter (A,B,...) and row number (1,2,...).

Example: A1 , B2 , M15 , L20 ,---

cell B2 is formed by the intersection of column B and row 2.

			← COLUMNS →
ROWS	↑	A	B
	↓	C	=
1			
2			
3			
4			
5			
6			
7			
8			
9			

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

Ans Step 1 First we need to lock the cell.

By default, any cell is locked in EXCEL.

If not locked, then

Select the cell → Right click → Format cell  
↓  
Protection  
↓  
Lock

Step 2

Go to Review tab → Protect Sheet  
(Set a password)

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

Ans

Move a worksheet within a workbook

- Select the worksheet tab → Drag it to where you want it.

Copy a worksheet in the same Workbook

- Press  $\text{CTRL} + \text{C}$  → Drag the worksheet Tab to the location you want.

OR

Worksheet tab → Right Click → Move/copy



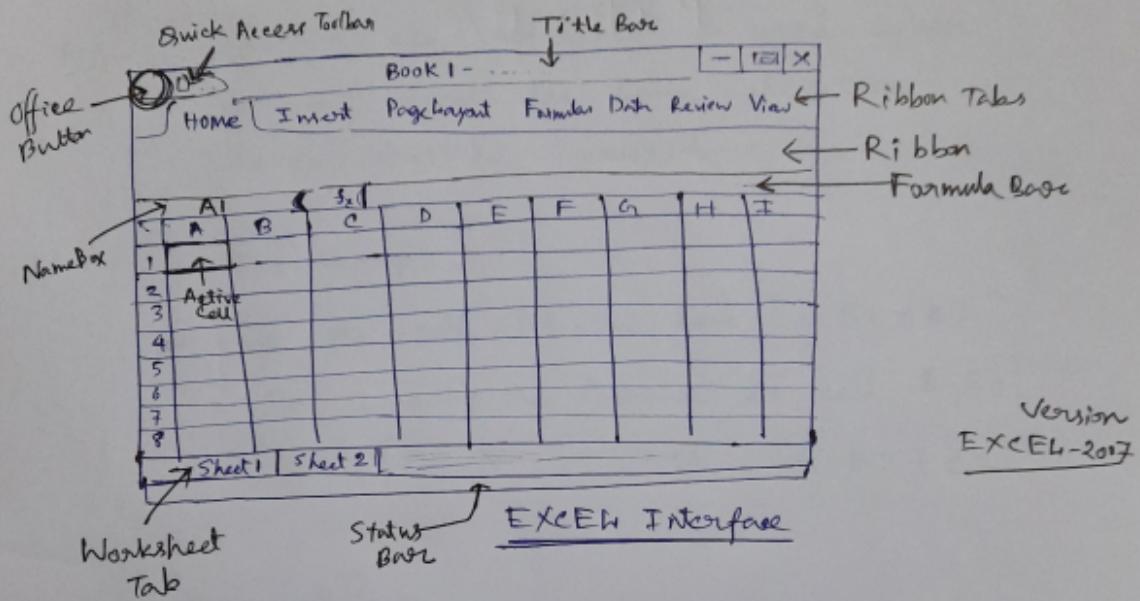
In the dialogue box

- Select Create a copy checkbox
- Under Before sheet, select where you want to place the copy.
- Select OK

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

Alt + W + N

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



- Title Bar
- Quick Access Toolbar
- EXCEL Ribbon
- Ribbon Tab → HOME      Insert
- Office Button (open / save / print..)
- Cell
- Name box
- Formula box
- Worksheet tab
- Status Bar (By default, Sum, Average, Count of any highlighted cell)

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

Ans.

Relative cell reference is used when I want repeat the same calculation across multiple rows/columns.

For example,

In the cell A1, we have " $=B1+C1$ "

If I copy the formula to cell B2,  
the formula becomes " $=B2+C2$ "

[ How the  
reference works ??  
Reference changes ]

Suppose I want to give reference to cell B10 and move one cell in the following way :

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Downward —</li><li>• Upward —</li><li>• Leftward —</li><li>• Rightward —</li></ul> | <p><u>Reference changes to</u></p> <p>B11</p> <p>B9</p> <p>A10</p> <p>C10</p> |
|--|---|
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