

Advance Excel Assignment 1 iNeuron

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

Ans: Cells are the boxes which we see in the grid of an Excel worksheet.

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

Ans: In order to protect our worksheet from getting copied, we need to go into **Menu bar > Review > Protect sheet > Password**. By entering password, we can secure our worksheet from getting copied by others.

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

Ans: 1) Open both spreadsheets.

2) Right-click on the sheet you want to move.

3) Click "Move or Copy."

4) Click on the "To book" dropdown menu and find the workbook you want this sheet to move to.

5) Select the "Create a copy" checkbox at the bottom of the window.

6) Click "OK."

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: Quick Access Toolbar, Ribbon, Name Box, Formula Quick Menu, Formula Bar, Status Bar, Worksheet View Options, Zoom Slider Control, Zoom Percentage indicator

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

Ans: Whenever calculations need to be repeated.