Advance Excel Assignment 1

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

   Every worksheet is made up of thousands of rectangles, which are called cells. A cell is the intersection of a row and a column. Columns are identified by letters (A, B, C), while rows are identified by numbers (1, 2, 3).

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

   To prevent other users from accidentally or deliberately changing, moving, or deleting data in a worksheet, you can lock the cells on your Excel worksheet and then protect the sheet with a password.

    First, go to the FILE tab at the left-top corner of your screen. Use Info Option to Protect Excel Sheet from Copy-Paste

   Second, select Info.

   Third, select Protect Workbook and then, select Encrypt with Password. Use Info Option to Protect Excel Sheet from Copy-Paste Now, the Encrypt Document window will appear.

   Forth Use Info Option to Protect Excel Sheet from Copy-Paste After that, type the password you want to set and click OK.

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

   Right click on the worksheet tab and select Move or Copy.

   Select the 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?**

   CTRL + N

4. **What are the things that we can notice after opening the Excel interface?**
   - Workbook
   - Title bar
   - Menu bar
   - Toolbar
   - Column headings
   - Row headings
   - Name box
   - Formula bar

5. **When to use a relative cell reference in excel?**
   Relative cell references are basic cell references that adjust and change when copied or when using AutoFill