**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. This cell is in column D and row 5, so it is cell D5. The column always comes first in a cell reference.

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

Ans.

* First, choose the data you want to protect.
* Hit Ctrl + Shift + F. The Format Cells tab appears. Go to the Protection tab. Check Locked and click OK.
* Next, go to the Review tab and select Protect Sheet. Enter the password to protect the sheet.

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

Ans. On the Window menu, select the workbook that contains the sheet that you want to move. Select the sheet that you want to copy to the other workbook. On the Edit menu, select Sheet > Move or Copy Sheet. On the To book menu, select the workbook that you want to move the sheet to.

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

Ams. The answer is Ctrl + N. Key Points Ctrl+N is a shortcut key most often used to create a new document, window, workbook, or another type of file. Ctrl+N: Create a new file.

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

Ans. Microsoft Excel enables users to format, organize and calculate data in a spreadsheet. By organizing data using software like Excel, data analysts and other users can make information easier to view as data is added or changed.

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

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

Thanks………..