

Advance Excel Assignment 1

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

Ans: Intersection of columns & rows in an excel sheet is called as Cell.

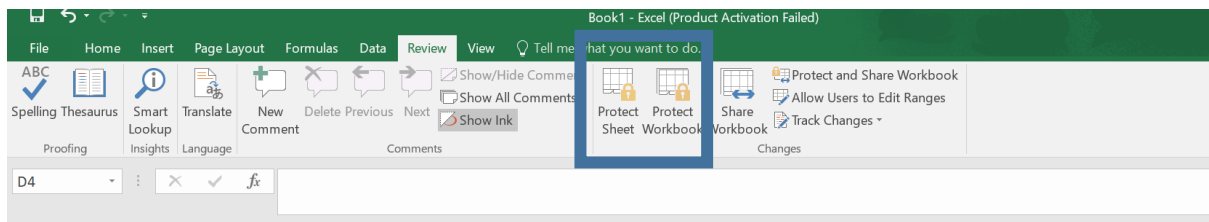
Yellow cell is highlighted in below pic

	A	B	C
1			
2			
3			
4			
5			

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

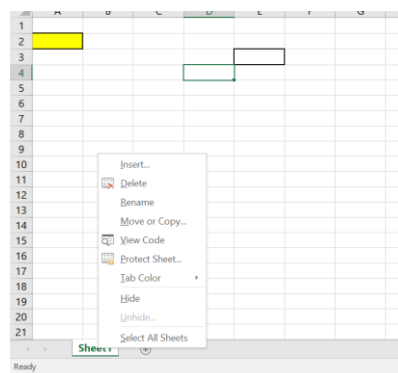
Ans: we can restrict someone from copying cell by protecting our worksheet using password.

The option is available under review menu which is highlighted in below pic



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

Ans: Right click on worksheet select move or copy option select the workbook where you want to copy or move and then press ok.

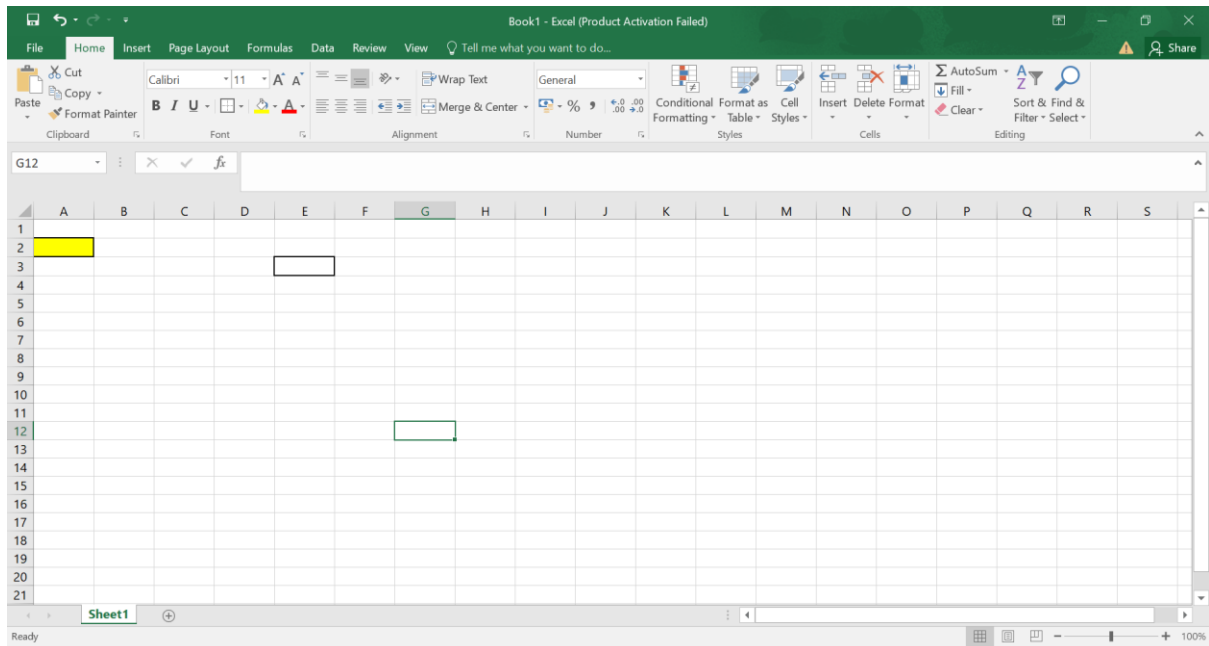


4. Which key is used as a shortcut for opening a new window document?

Ctrl + N is used to open a new window document

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

Ans: A Blank worksheet with title bar, menu bar, columns & rows headings, cell name, sheet name at bottom of sheet



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

Ans: it is used where we want to repeat same calculations in adjacent rows or columns.

Calculations like auto sum, totals etc.