**Excel assignment -1**

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

Ans: A cell is important element of excel. It looks like a rectangular box in which data can be stored and processed using set of formulas.

In Excel cell are arranged in row and column in which any type of data can be entered like such as numeric, text, date, and time data.

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

There are few ways how you can lock or restrict someone from copying a cell from your worksheet

1st method: locking the excel file with password to do this we need to do the following

go to file->info->protect workbook->encrypt with password

Once the password Is given any user who opens the file have to enter the password and then he will be able to use the file

2nd method: By locking the cells:

In this method we will be locking the cells with a password by going to

Review tab->protect sheet

You will have to provide a password so any changes has to be made on any cell then it will ask for password

3rd method: by making the file read only

In this method you can make the file read-only using a password in order to do this

Go to file->info->always open read only

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

You can move or copy worksheet to another workbook by right clicking on the worksheet tab and selecting move or copy option.

In move or copy option you can select the location of movement either on same workbook or new one and if you want a copy then select create a copy after selecting the location to move.

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

The shortcut for opening a new window document is **ctrl + N**

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

When an excel sheet is opened we can notice the menu bar, formula bar, zoom bar, working sheet ,name box which give cell information.

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

**Relative cell** reference are used for calculation purpose and when a formula is to be copied from one cell to another