

# **Advance Excel Assignment 1**

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

Ans : A cell is a rectangular area formed by the intersection of a column and a row. Cells are identified by the Cell Name or Cell Reference, which is found by combining the Column Letter with the Row Number. For example the cell in Column "B" in Row "3" would be cell B3.

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

Ans : We can restrict someone from copying a cell from worksheet by protecting the worksheet or lock the cell.

Following are the steps to lock cells in a worksheet:

- 1) Select the cells that needs to be locked.
- 2) On the Home tab, in the Alignment group, click the small arrow to open the Format Cells popup window.
- 3) On the Protection tab, select the Locked check box, and then click OK to close the popup.
- 4) Then on the Review tab in the ribbon, in the Changes group, select either Protect Sheet or Protect Workbook, and then apply protection.
- 5) Enter a password in the Password box.
- 6) Select OK, re-enter the password to confirm it, and then select OK again.

**Menu bar >Review > Protect sheet > Password >OK >re-enter the password > OK**

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

Ans : To Move a worksheet within a workbook

- Select the worksheet tab and drag it to where you want it.

To Copy a worksheet in the same workbook

- Press CTRL and drag the worksheet tab to the tab location you want.

OR

- 1) Right click on the worksheet tab and select Move or Copy.
- 2) Select the Create a copy checkbox.
- 3) Under Before sheet, select where you want to place the copy.
- 4) Select OK.

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

Ans : To create a new workbook. **Ctrl + N.**  
To open an existing workbook. **Ctrl + O.**

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

Ans : the things that we can notice after opening the Excel interface are.

- |                         |                                     |
|-------------------------|-------------------------------------|
| • Workbook              | * Name box                          |
| • Title bar             | * Formula bar                       |
| • Ribbon Bar / Menu bar | * Cell                              |
| • Toolbar               | * Navigation buttons and sheet tabs |
| • Column headings       | * Status Bar                        |
| • Row headings          |                                     |

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

Ans: Relative reference is useful when the same calculation is required across different rows or columns.