**Excel Assignment -1**

Q1. What do you mean by cells in an excel sheet?

A1. Cells are rectangular boxes that we used to enter data in such as numbers, text, dates, and formulas. A cell can be written in this form A1, A2, B1, B2 where texts are columns and numbers are rows.

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

**2. Here are the steps-**

1. Open your Excel worksheet and select the cells or range of cells that you want to protect from being copied.
2. Protect the Worksheet:
   * Click on the "Review" tab in the Excel ribbon.
   * Look for the "Protect Sheet" option and click on it.
   * A dialog box will appear, allowing you to set various protection options for the worksheet.
3. Set Protection Options:
   * In the "Protect Sheet" dialog box, you can specify the actions you want to allow or disallow for the protected cells. **To prevent copying of the selected cells, uncheck the "Select locked cells" option.**
4. Set a Password (Optional):
   * If you want to prevent others from modifying the worksheet protection settings, you can set a password for the sheet. However, this step is optional.
5. Click "OK":
   * Once you have made your protection settings, click "OK" to apply the protection to the worksheet.

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

3. Ctrl C + Ctrl V

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

4. "Ctrl" + "N."

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

5. Ribbon, Cells, Zoom in and out option, sheet tabs, status bar etc.

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

6. When entering formulas using multiple sheets.