**Advance Excel Assignment 1**

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

Cell is rectangular box which is intersection of a vertical column and a horizontal row in excel sheet.

Vertical column represents with alphabets A,B,C,. . .

Horizontal rows represents with numbers 1,2,3,…

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

Go to review tab => protect sheet => select locked cells => ok

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

Click on the sheet tab in the source workbook select copy or move sheet and paste it in the new work book

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

We use shortcut key ctrl + N

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

After opening excels interface display blank spread sheet contains top ribbon.

In ribbon we several tabs home, insert, page layout, formulas, data, review, view.

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

Relative cell references are used whenever calculations need to be repeated.