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

Ans

Cell: A cell is **a rectangular area formed by the intersection of a column and a row**. Cells are identified by the Cell Name (or Reference, which is found by combining the Column Letter with the Row Number. For example the cell in Column "C" in Row "3" would be cell C3.

**Cell Name:**By default, the name of a cell is the cell reference. You may, however, define a particular cell or range of cells with an alternative name. This alternative name can then be used in formulas and functions and provide a quick way to jump to a particular area of the spreadsheet.

**Cell Reference:**A cell reference is the name of the cell that is found by combining the Column Letter with the Row Number. For example the cell in Column "C" in Row "3" would be cell C3.

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

Ans

In order to protect your worksheet from getting copied, you need to go into **Menu bar >Review > Protect sheet > Password**. By entering password, you can secure your worksheet from getting copied by others.

By default, when you protect a worksheet, all the cells on the worksheet are locked, and users cannot make any changes to a locked cell.  
  
To set a password to protect cells, follow the steps given below:  
  
1) Go to REVIEW tab and click on "Protect Sheet" option.  
  
2) Excel opens the Protect Sheet dialog box. By default, Excel selects the Protect Worksheet and Contents of Locked Cells check box.  
  
3) Select any of the check boxes in the Allow All Users of This Worksheet To list box (such as Format Cells or Insert Columns) that you still want to be functional when the worksheet protection is operational.  
The Select Locked Cells and Select Unlocked Cells check boxes are selected by default.  
  
4) Type the password in the 'Password to unprotect Sheet' text box.  
  
5) Click OK.  
  
6) Excel opens the Confirm Password dialog box. Re-enter the password in the Reenter Password to Proceed text box and then click OK. Notice that if you try to edit a cell, Excel displays an error message.  
  
-- To remove worksheet protection, click the Unprotect Sheet button in the Changes group on the Review tab. You’ll be prompted to type the password that you had set for protection.

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

Ans

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

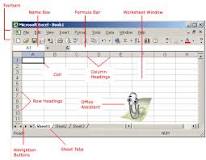
Ans

**Ctrl+N**: Open a new browser window.

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

Ans

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

[[](https://www.google.com/search?rlz=1C5CHFA_enIN1006IN1006&sxsrf=ALiCzsabEIlraeYpDAzlT0Wi297BsI7Cxw:1656239733727&q=What+are+the+things+that+we+can+notice+after+opening+the+Excel+interface?&tbm=isch&source=iu&ictx=1&vet=1&fir=czZyQGzGbh4CrM%252CvsePQgkuS5pyMM%252C_&usg=AI4_-kRhcILJVSys5gJLNvGhMb20kPDx9Q&sa=X&ved=2ahUKEwjOhffn9cr4AhVLzjgGHZvcAygQ9QF6BAgTEAE#imgrc=czZyQGzGbh4CrM)](https://www.google.com/search?rlz=1C5CHFA_enIN1006IN1006&sxsrf=ALiCzsabEIlraeYpDAzlT0Wi297BsI7Cxw:1656239733727&q=What+are+the+things+that+we+can+notice+after+opening+the+Excel+interface?&tbm=isch&source=iu&ictx=1&vet=1&fir=czZyQGzGbh4CrM%252CvsePQgkuS5pyMM%252C_&usg=AI4_-kRhcILJVSys5gJLNvGhMb20kPDx9Q&sa=X&ved=2ahUKEwjOhffn9cr4AhVLzjgGHZvcAygQ9QF6BAgTEAE" \l "imgrc=czZyQGzGbh4CrM)

**The Excel window**

* Title bar. The title bar displays both the name of the application and the name of the spreadsheet.
* Menu bar. The menu bar displays all of the menus available for use in Excel XP. ...
* Column headings. ...
* Row headings. ...
* Name box. ...
* Formula bar. ...
* Cell. ...
* Navigation buttons and sheet tabs.

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

Ans

Relative references

By default, all cell references are **relative references**. When copied across multiple cells, they change based on the relative position of rows and columns. For example, if you copy the formula **=A1+B1** from row 1 to row 2, the formula will become**=A2+B2.**Relative references are especially convenient whenever you need to **repeat** the same calculation across multiple rows or columns.