1. What is a ribbon in Excel?

Ans

The Excel ribbon tabs

There are nine tabs on the [Excel Ribbon](https://www.goskills.com/Course/Excel/Lesson/98/The-Ribbon): **File, Home, Insert, Page Layout, Formulas, Data, Review, View**, and **Help**. The Home tab is the default tab when Excel is opened.

Now let’s go through each tab, from left to right, to understand each of their features.

1. File

This provides a backstage view of all the important commands related to the files — to create a new sheet, open a file, save the file, print the file, and export.

2. Home

This features the essential or most frequently used commands in [Excel](https://www.goskills.com/Excel/Resources) — formatting, font types, and [filtering](https://www.goskills.com/Excel/Resources/Excel-VBA-advanced-filter).

Similar features are organized by group, for example there is a Clipboard group with cut, copy, and paste commands; and a Font group with font styles, colors, and sizes.

Note that your ribbon options may appear differently depending on how big your screen is, and the size of your Excel window (as you make it smaller, you'll notice less buttons appear).

As there are a lot of features, we have divided it into two sections as pictured below, to give you a better look at all the buttons and groups.

3. Insert

This is where users can add various items to a spreadsheet, including [Pivot Tables](https://www.goskills.com/Course/Pivot-Tables), pictures, shapes, [charts](https://www.goskills.com/Excel/Resources/Advanced-Excel-charts), graphs, and symbols.

4. Page Layout

This allows users to customize the layout of the spreadsheet by adjusting the margins, color themes, gridlines, and print area. The changes are applicable when being printed as well.

2.What is the order of operations used for evaluating formulas in excel?

Ans

When evaluating a formula, Excel follows a standard math protocol called "order of operations". In general, Excel's order of operation follows the acronym PEMDAS (Parentheses, Exponents, Multiplication, Division, Addition, Subtraction) but with some customization to handle the formula syntax in a spreadsheet.

First, any expressions in parentheses are evaluated. Parentheses essentially override the normal order of operations to ensure certain operations are performed first.

Next, Excel will resolve references. This involves replacing cell references like A1 with the value from the cell, as well as evaluating range references like A1:A5, which become [arrays](https://exceljet.net/glossary/array) of values. Other range operations like union (comma) and intersection (space) also happen at this time.

Next, Excel will perform exponentiation, negation, and percent conversions (in that order), followed by multiplication and division, addition and subtraction, and [concatenation](https://exceljet.net/glossary/concatenation). Finally, Excel will evaluate [logical operators](https://exceljet.net/glossary/logical-operators), if present.

In summary, Excel solves formulas in the following order:

1. Parentheses
2. Reference operators
3. Exponents
4. Negation
5. Percent
6. Multiplication and Division
7. Addition and Subtraction
8. Concatenation
9. Logical operators

[Math Operators](https://exceljet.net/glossary/math-operators)

For writing formulas, Excel has a standard set of math operators for performing addition, subtraction, multiplication, and exponentiation (raising to the power of). In addition, Excel also provides operators for cell ranges, range intersects, and...

[Logical operators](https://exceljet.net/glossary/logical-operators)

Excel's logical operators are used in formulas to perform comparisons, and to build formula criteria . Logical operators can be used in formulas on their own, or combined with each other and/or other functions. The table below lists the logical...

3.Reverse the string in the excel column and check whether the string is palindrome or not in the next column for each value.

|  |  |  |
| --- | --- | --- |
| **Word** | **Reverse Word** | **Is Palindrome** |
| EYE | EYE | TRUE |
| EAR | RAE | FALSE |

4.Is it possible to protect value from being copied from the cell? If yes, then how to implement it.

Ans

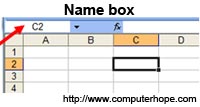
Yes, it is possible. In order to protect your worksheet from getting copied, you need to go into Menu bar >Review > Protect sheet > Password. By entering password, you can secure your worksheet from getting copied by others.

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.

5.What is the use of Name Box in MS-Excel?

Ans

In Microsoft Excel, the **Name Box** displays the cell that is currently selected in the spreadsheet. It is located to the left of the [formula bar](https://www.computerhope.com/jargon/f/formulab.htm). If a name is defined for a cell that is selected, the Name Box displays the name of the cell. You can use the Name Box to define a name for a selected cell, as well. The picture shows an example of the Name box in Microsoft Excel.



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