Assignment 1

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

Cells are used to perform calculations, store data, create formulas, and reference other cells. They are the boxes you see in the grid of an Excel worksheet. The arrangement of cells in Excel forms a grid-like structure, with columns labelled alphabetically and rows labelled numerically (1, 2, 3, etc.).

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

In Microsoft Excel, you can apply certain protections to restrict others from copying cells from your worksheet. Here's how you can do it:

1.Select the cell(s) you want to protect from being copied.

2.Right-click on the selected cell(s) and choose "Format Cells" from the context menu.

3.In the Format Cells dialog box, go to the "Protection" tab.

4.Uncheck the "Locked" option, and then click "OK" to close the dialog box. This step ensures that the selected cell(s) will not be locked for now. Now, you need to protect the worksheet to enforce the restrictions. Go to the "Review" tab on the Excel ribbon.

5.Click on the "Protect Sheet" button in the "Changes" group. This will open the "Protect Sheet" dialog box.

6.In the dialog box, you can set a password if you want to restrict access to the sheet. Enter a password (optional) and choose the desired options for protection. Make sure to uncheck the "Select locked cells" option in the dialog box. This prevents users from selecting and copying the protected cells.

7.Click "OK" to apply the protection and close the dialog box. Once the worksheet is protected, users will not be able to copy the protected cells, and attempting to select them will result in an error message or a prompt to enter the password if you set one. Note that this method only prevents direct copying of cells. It does not provide full protection against data extraction methods such as manual transcription or capturing screenshots.

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

You can use the Move or Copy Sheet command to move or copy entire worksheets (also known as sheets), to other locations in the same or a different workbook. You can use the Cut and Copy commands to move or copy a portion of the data to other worksheets or workbooks. Once you have chosen the desired location, click on the "OK" button to move or copy the worksheet. The selected worksheet will then be moved or copied into the target workbook, and you can save the target workbook with the changes.

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

Pressing the Ctrl key and the N key simultaneously will open a new window document in Excel. This shortcut allows you to work with multiple windows or instances of Excel simultaneously, which can be helpful for comparing or referencing data between different worksheets or workbooks.

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

After opening the Excel interface, there are many things that we can notice. Here are some key elements:

Ribbon: The ribbon is located at the top of the Excel window and contains various tabs, such as Home, Insert, Page Layout, Formulas, Data, Review, and View. Each tab includes related commands organized into groups.

Workbook: By default, Excel opens a new workbook with three blank worksheets (Sheet1, Sheet2, Sheet3). The workbook appears as a rectangular area with tabs at the bottom, allowing you to switch between different worksheets.

Cells: The main area of the Excel interface is occupied by cells organized in a grid-like structure. Each cell is identified by a combination of column letters and row numbers (e.g., A1, B2). Cells are where you can enter and manipulate data.

Formula Bar: The formula bar is located above the worksheet grid and displays the contents of the selected cell. It is also where you can enter or edit formulas, functions, or data directly.

Name Box: The name box is situated next to the formula bar and displays the cell reference of the active cell. You can manually enter a cell reference or define named ranges using the name box.

Quick Access Toolbar: The Quick Access Toolbar is a customizable toolbar located above the ribbon. It provides easy access to frequently used commands, and you can add or remove commands according to your preferences.

Status Bar: The status bar appears at the bottom of the Excel window and provides information about the current status of the workbook, such as the active cell's coordinates, calculation mode, and various buttons for toggling options like Caps Lock, Num Lock, etc.

View Options: Excel offers different view options to customize how the worksheet is displayed. These options include Normal view, Page Layout view, and Page Break Preview. You can select the desired view from the View tab in the ribbon.

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

Relative cell references in Excel are commonly used when you want a formula or function to adjust automatically when copied or filled to different cells. Relative cell references change their position relative to the formula's location as they are copied or filled into other cells.

Examples of use –

1)Data manipulation: When manipulating data, such as sorting, filtering, or rearranging, relative cell references help ensure that the formulas or functions correctly adjust to the new cell positions. This allows you to maintain the desired relationship between data elements.

2) Repetitive calculations: If you have a formula that you need to apply to a series of cells, you can use relative cell references to perform the same calculation on each cell, taking into account the cell's relative position.