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.

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

Ans. On the Review tab, click Protect Sheet. In the Allow all users of this worksheet to list, select the elements you want people to be able to change. Move the pointer to cells for which the Locked box is checked on the Protection tab of the Format Cells dialog box. By default, users are allowed to select locked cells.

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

Ans. Move a sheet to another workbook

Open the workbook that you want to move the sheet to. On the Window menu, click the workbook that contains the sheet that you want to move. Click the sheet that you want to copy to the other workbook. On the Edit menu, click Sheet > Move or Copy Sheet.

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

Ans. To quickly create a new blank file or email, press Ctrl+N. Open the New page.

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

Ans. The interface components of Excel include the Quick Access Toolbar, Ribbon, Name Box, Formula Quick Menu, Formula Bar, Status Bar, Worksheet View Options, Zoom Slider Control, and the Zoom Percentage Indicator.

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

Ans. Relative cell references are basic cell references that adjust and change when copied or when using AutoFill. Example: =SUM(B5:B8), as shown below, changes to =SUM(C5:C8) when copied across to the next cell. Situations arise in which the cell reference must remain the same when copied or when using AutoFill.