

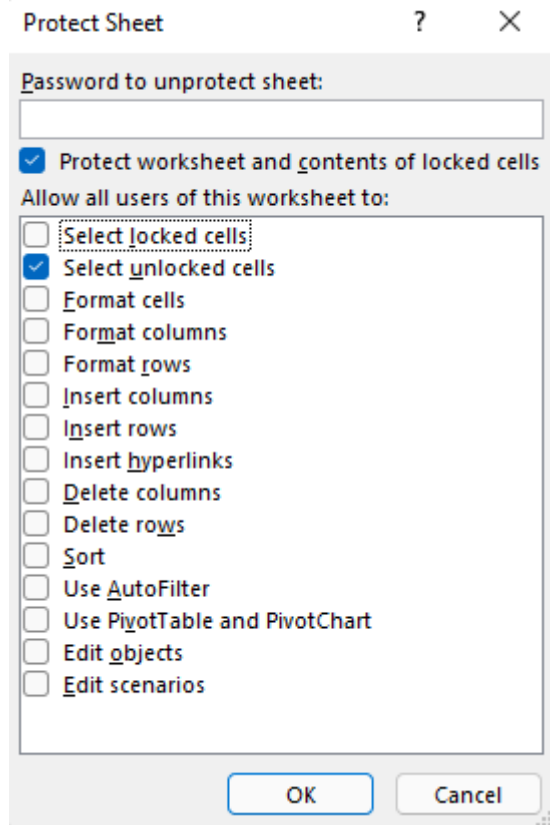
Advance Excel Assignment 1

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

A cell is an area that intersection of rows and columns. It is identified by Row and column number.

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

We can restrict by protecting cells in an excel sheet. For that, you will have to go to Review Tab>Protect Sheet. After it, you will see a dialog box like this:



You need to uncheck the 'Select Locked Cells' options and click 'Ok'
Now locked cells will not be selected so those cells will not be copied.

Note: You can make some cells unprotected before locking the sheet by going to the sheet right-click menu>format cells> Protection> (uncheck Locked and Press 'Ok').

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

First, open the target sheet and then open the source sheet click the sheet which you want to move then sheet>>right click>>>Move or copy>>>Click the target sheet.

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

You can use CTRL+N to open the new window document.

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

By opening the new worksheet, you can notice the blank sheet and you can find the option of File, Formula, Insert, Page Layout, Home, Data, and Review.

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

Whenever we face a situation where we want to repeat the calculation for multiple rows and columns. Then, we can use relative cell references.