**Advance Excel Assignment 1**

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

In an Excel sheet, cells are the individual rectangular boxes where you can enter data, formulas, and functions. Each cell is identified by a unique combination of a column letter and a row number, such as A1, B2, C3, etc. The intersection of a row and a column is called a cell.

Cells can be formatted to display different types of data, such as text, numbers, dates, times, and currencies, with different font styles, sizes, colors, and alignment. Cells can also be merged together to form a single larger cell, and can contain conditional formatting rules to highlight certain values or trends.

Cells are the basic building blocks of an Excel sheet, and are used to organize and manipulate data in a tabular format. By entering formulas and functions into cells, you can perform calculations, analyze data, and create reports and charts.

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

To restrict someone from copying a cell from your worksheet, you can apply the following steps:

* Select the cell or range of cells that you want to protect from being copied.
* Right-click on the selection and choose "Format Cells" from the context menu.
* In the Format Cells dialog box, click on the "Protection" tab.
* Check the "Locked" checkbox to lock the selected cells.
* Click OK to close the Format Cells dialog box.
* Now, go to the Review tab in the Excel ribbon.
* Click on "Protect Sheet" in the Changes group.
* In the Protect Sheet dialog box, check the "Protect worksheet and contents of locked cells" checkbox.
* Optionally, you can also enter a password to prevent others from removing the protection without your permission.
* Click OK to close the Protect Sheet dialog box.
* By following the above steps, you have protected the selected cells from being copied by others. However, keep in mind that this method will only prevent others from copying the cell values. If someone wants to copy the formulas or formats of the locked cells, they can still do so by copying and pasting the entire cell, including its formula or format.

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

To move or copy a worksheet into another workbook in Excel, you can follow these steps:

* Open the workbook that contains the worksheet that you want to move or copy.
* Right-click on the worksheet tab at the bottom of the Excel window.
* Select either "Move or Copy..." (to copy or move the worksheet within the same workbook) or "Move to Another Workbook..." (to move or copy the worksheet to a different workbook).
* In the "Move or Copy" dialog box, select the destination workbook from the "To book" drop-down list, or select "New book" to create a new workbook.
* To move or copy the worksheet, choose the appropriate option in the "Before sheet" list and click "OK".
* If you're copying the worksheet to another workbook, you may want to choose the "Create a copy" checkbox to create a duplicate copy of the worksheet in the new workbook.
* That's it! The worksheet will now be moved or copied to the new workbook, depending on the option you selected. If you want to rename the worksheet after it has been moved or copied, right-click on its tab in the new workbook and choose "Rename".

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

* In Microsoft Windows operating system, the shortcut key to open a new Word document window is "Ctrl + N". This keyboard shortcut can be used to quickly create a new blank document in Microsoft Word.
* To use this shortcut, simply press and hold the "Ctrl" key on your keyboard, and then press the "N" key while holding down the "Ctrl" key. This will open a new Word document window for you to work on.
* Alternatively, you can also click on the "File" tab in the top-left corner of the Word window, and then click on "New" to create a new document.

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

After opening the Excel interface, there are several things that you can notice, including:

* Ribbon: The Ribbon is the primary interface in Excel that contains all the commands and options organized into tabs and groups. You can use the Ribbon to perform various tasks such as formatting data, creating charts, and editing formulas.
* Quick Access Toolbar: The Quick Access Toolbar is a customizable toolbar that provides quick access to frequently used commands. By default, it includes commands such as Save, Undo, and Redo, but you can add or remove commands to suit your needs.
* Formula Bar: The Formula Bar is the area located above the worksheet that displays the contents of the currently selected cell. It also allows you to enter or edit formulas and text in the cell.
* Worksheet: The worksheet is the main area where you can enter and manipulate data in Excel. Each worksheet contains a grid of cells organized into rows and columns.
* Status Bar: The Status Bar is located at the bottom of the Excel window and displays information about the current status of your worksheet, such as the current cell mode, the average and sum of selected cells, and the status of various settings such as Caps Lock and Num Lock.
* Zoom Slider: The Zoom Slider is located in the bottom right corner of the Excel window and allows you to adjust the zoom level of your worksheet, making it easier to view and edit data.
* Overall, the Excel interface is designed to be user-friendly and provide easy access to all the tools and features needed to create and manipulate data in a spreadsheet.

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

A relative cell reference in Excel is used to refer to a cell or range of cells that is relative to the current cell where a formula is entered. In other words, when you copy or fill the formula to another cell, the cell reference changes automatically based on its relative position to the new location.

Relative cell references are useful when you want to perform calculations on a range of cells that are relative to the current cell, such as calculating the percentage change between two columns of data. Relative references can also be used to create formulas that can be copied and applied to multiple rows or columns of data.

For example, if you have a formula in cell B2 that references cell A2, and you copy that formula to cell B3, the formula in cell B3 will automatically update to reference cell A3. This is because the cell reference is relative to the position of the formula, not the actual cell itself.

In summary, you should use relative cell references in Excel when you want to create formulas that can be applied to multiple cells, and where the cell references should be adjusted automatically based on the relative position of the formula.

