**ASSIGNMENT 1- MS EXCEL**

Q1) What do you mean by cells in an excel sheet?

Ans) A excel spreadsheet consists of different rectangular boxes. These boxes size can be extended or reduced according to data we want to insert. These are called cells, mainly cells are used to to store data in the form of numbers, texts, hyperlinks etc. When we click on any cell it shows the row number in numeric value and column in alphabetical form

For ex – J7 ( shows cell row is 7 and column is J)

Q2) How can you restrict someone from copying a cell from your worksheet?

Ans) If we want to restrict someone from copying cells from the worksheet. We can use go to the following steps

Menu bar → Review →Protect sheet/Protect Workbook→ Insert Password

In Protect sheet you can choose particular cells to lock and in protect worksheet whole sheet is protected.

We can also protect sheet by right click on sheet tab and select protect sheet in office 365

Q3) How to move or copy the worksheet into another workbook?

Ans) There are three ways to move or copy worksheet into another workbook

1. Clicking on the home button and go to format→ select move and copy from the list .

* To copy only click on create a copy

1. Right click on sheet tab → select move and copy from the list .

* To copy only click on create a copy

Q4) Which key is used as a shortcut for opening a new window document?

Ans) CTRL+N

Q5) What are the things that we can notice after opening the Excel interface?

Ans) When we open Excel . The user interface consists of various things according to Office 365

* **Home tab**: Consists Of options like font size, font styles, font colour, background colour, alignment, formatting options and styles
* **Insert tab:** Consists Of options like table format and style, inserting images and figures, adding graphs, charts and sparklines, header and footer option
* **Draw :** Eraser and pen for detailing
* **Page Layout tab** :Themes, orientation and page setup options are available under the page layout option
* **Formulas bar**: Different formulas to implement in various scenarios
* **Data:** To get data from different source files
* **Review**: Proofreading can be done for an excel sheet (like spell check) in the review category and a reader can add comments in this part
* **View** : Different views in which we want the spreadsheet to be displayed can be edited here. Options to zoom in and out and pane arrangement are available under this category
* **Developer tab**: To record macro, Visual Basic
* **Power Pivot**: used in pivot table and data analysis

Q6) When to use a relative cell reference in excel?

Ans) As the name suggests , relative reference works usually if we use a particular formula between two cells and drag the formula by clicking + sign. The relative cell reference automatically adjusts to refer to the corresponding row and uses the same formula for rest of the cells . It takes the cell values corresponding to that row