**Advance Excel Assignment 1**

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

In a Microsoft Excel spreadsheet, a cell is a single box that stores a piece of data. Each cell is identified by a column letter and a row number. For example, the cell located in the first column and the first row is known as cell A1. You can enter data into a cell by clicking on the cell and typing the data you want to store. You can also use formulas in cells to perform calculations on data stored in other cells. For example, you might have a formula in cell C1 that adds the values in cells A1 and B1.

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

There is no direct way to prevent someone from copying a cell or range of cells from an Excel worksheet. However, you can protect the worksheet so that other users cannot make any changes to it.

If you need to secure sensitive information, you may want to consider using a more secure method, such as password protecting the workbook or saving the file as an encrypted PDF.

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

To move a worksheet to another workbook, follow these steps:

* Open the workbook that contains the worksheet you want to move.
* Right-click on the tab of the worksheet you want to move.
* Click "Move or Copy..."
* In the "Move or Copy" dialog box, select the workbook to which you want to move the sheet in the "To book" drop-down list.
* If you want to move the sheet to a new workbook, create a new workbook and then select it in the "To book" drop-down list.
* Select the "Move to end" option to move the sheet to the end of the list of worksheets in the destination workbook.
* Click "OK".

To copy a worksheet to another workbook, follow the same steps, but select the "Copy" option in the "Move or Copy" dialog box. This will create a copy of the worksheet in the destination workbook.

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

To open a new window in Microsoft Word, you can use the following keyboard shortcut:

* Ctrl + N

This shortcut will open a new, blank document in a new window.

* If you are using a Mac, the keyboard shortcut is:

Command + N

This shortcut will also open a new, blank document in a new window.

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

When you open Microsoft Excel, you will see the following elements on the interface:

* The ribbon: This is a toolbar at the top of the window that contains a set of tabs with buttons and commands for performing various tasks in Excel.
* The worksheet: This is the main area of the window where you enter and manipulate data. Each worksheet is made up of rows and columns, with each intersection of a row and column being a cell.
* The formula bar: This is a horizontal bar above the worksheet where you can enter and edit formulas.
* The status bar: This is a horizontal bar at the bottom of the window that displays information about the current worksheet, such as the page number, the sum of selected cells, and the average of selected cells.
* The sheet tabs: These are tabs at the bottom of the window that allow you to switch between different worksheets in the workbook.
* The column headings: These are letters (A, B, C, etc.) at the top of the worksheet that identify the columns.
* The row headings: These are numbers (1, 2, 3, etc.) on the left side of the worksheet that identify the rows.
* The cell grid: This is the area of the worksheet where you enter and manipulate data. Each cell is identified by its column letter and row number.

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

A relative cell reference in Excel is a cell reference that adjusts to its new location when you move or copy the formula that contains it. For example, if you have a formula in cell A1 that refers to cell B1, and you copy that formula to cell A2, the cell reference in the formula will automatically change to B2.

Relative cell references are useful when you want to apply a formula to a range of cells, and you want the formula to adjust to the new location as you copy it. For example, you might use a relative cell reference in a formula to sum a range of cells, and then copy the formula to other cells to sum different ranges.