

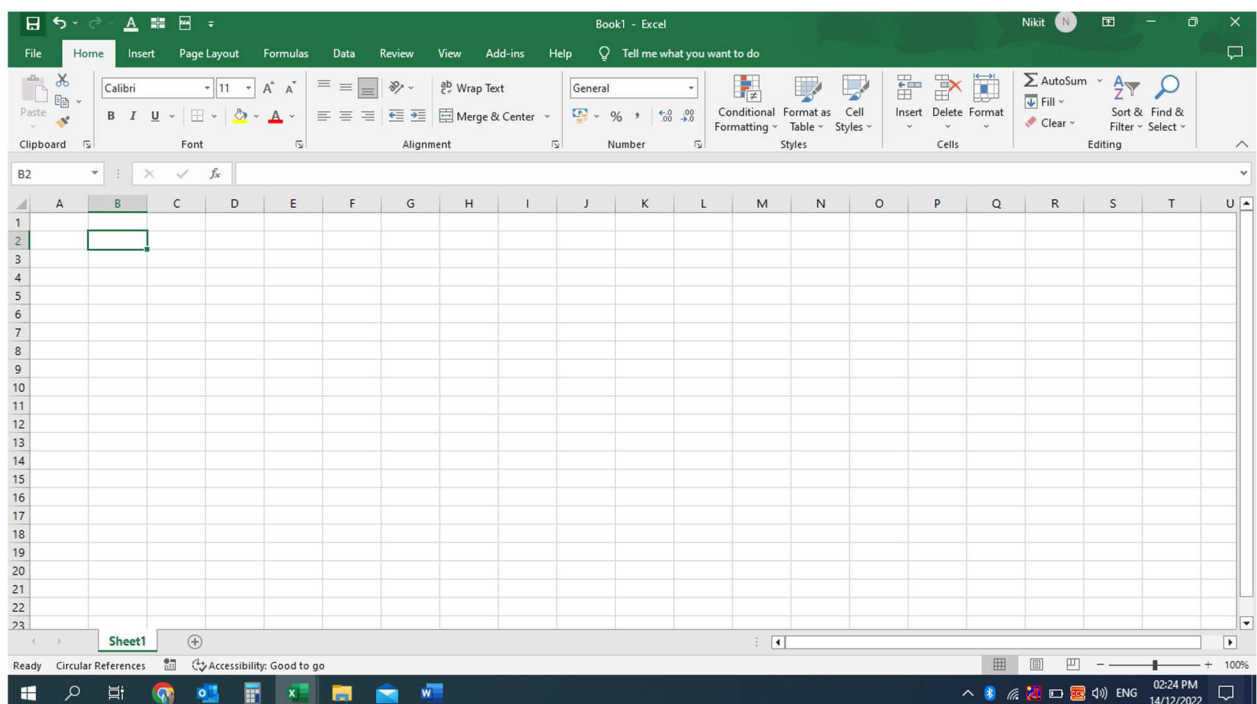
Excel Assignment - 01

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

Ans:-

A cell is a rectangular area formed by the cross of a column and a row. Cells are called by the Cell Name (or Reference, which is found by combining the Column Letter with the Row Number.

IF the cell in Column "B" in Row "2" would be cell B2.



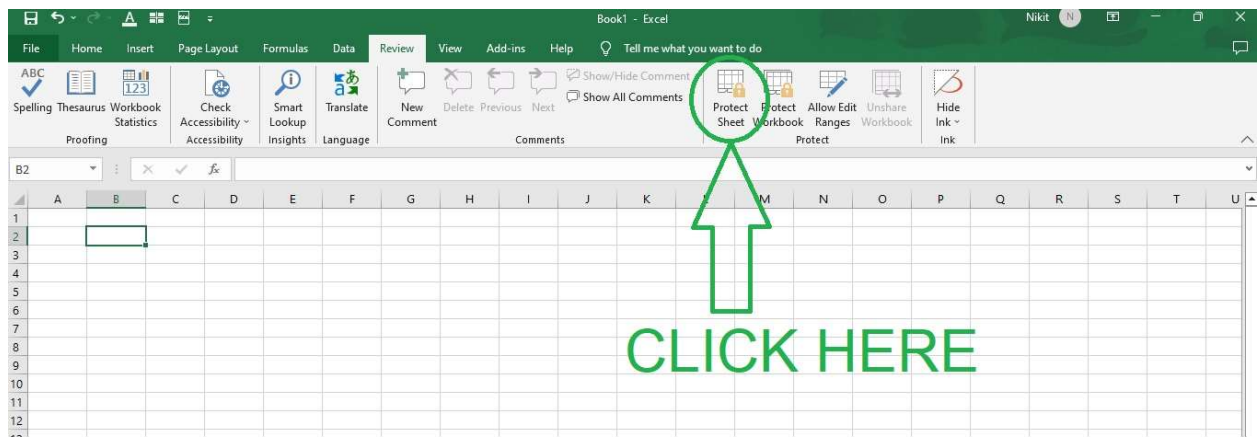
2. How can you restrict someone from copying a cell from your worksheet?

Ans:-

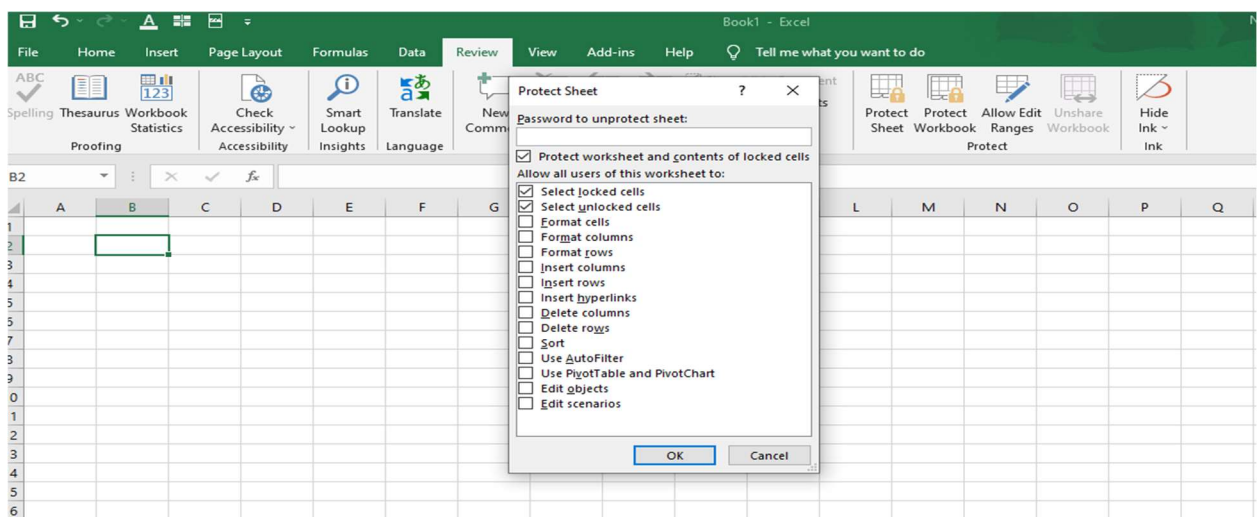
We can protect a worksheet with a password. When we protect the sheet, all the cells on the worksheet are locked, and users will not be able to make any changes to a sheet without password

Procedure to set a password to protect cells:

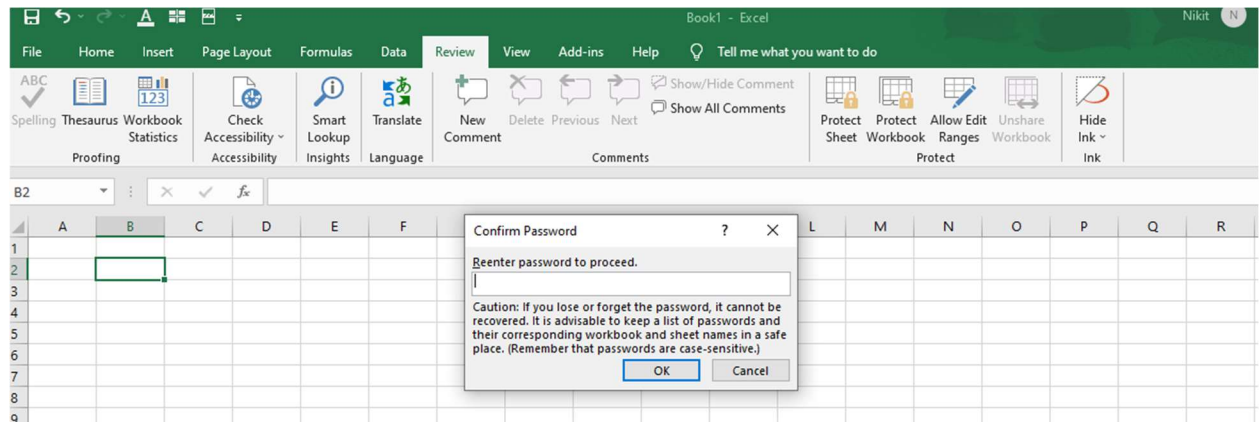
1) Go to REVIEW tab and click on "Protect Sheet" option.



2) Excel opens the Protect Sheet dialog box. By default, Excel selects the Protect Worksheet and Contents of Locked Cells check box.



- 3) Select any of the check boxes in the Allow All Users of This Worksheet To list box (such as Format Cells or Insert Columns) that you still want to be functional when the worksheet protection is operational. Select Locked Cells and Select Unlocked Cells check boxes are selected by default.
- 4) Type the password in the 'Password to unprotect Sheet' text box
- 5) Click OK
- 6) Excel opens the Confirm Password dialog box. Re-enter the password in the Reenter Password to Proceed text box and then click OK.



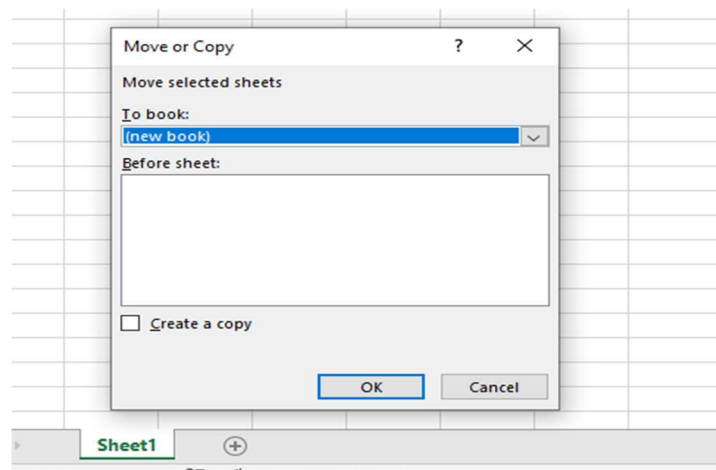
3. How to move or copy the worksheet into another workbook?

Ans:-

- 1) Right-click on the sheet you want to move



- 2) Click "Move or Copy"
- 3) Click on the "To book" dropdown menu and find the workbook you want this sheet to move to. If you want to move into a new book, select "new book" in the drop down
- 4) Click on the "Create a copy" checkbox at the bottom of the window if you want to copy the sheet into another.



- 5) Click "OK".

The sheet is copied / Moved as per your requirement.

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

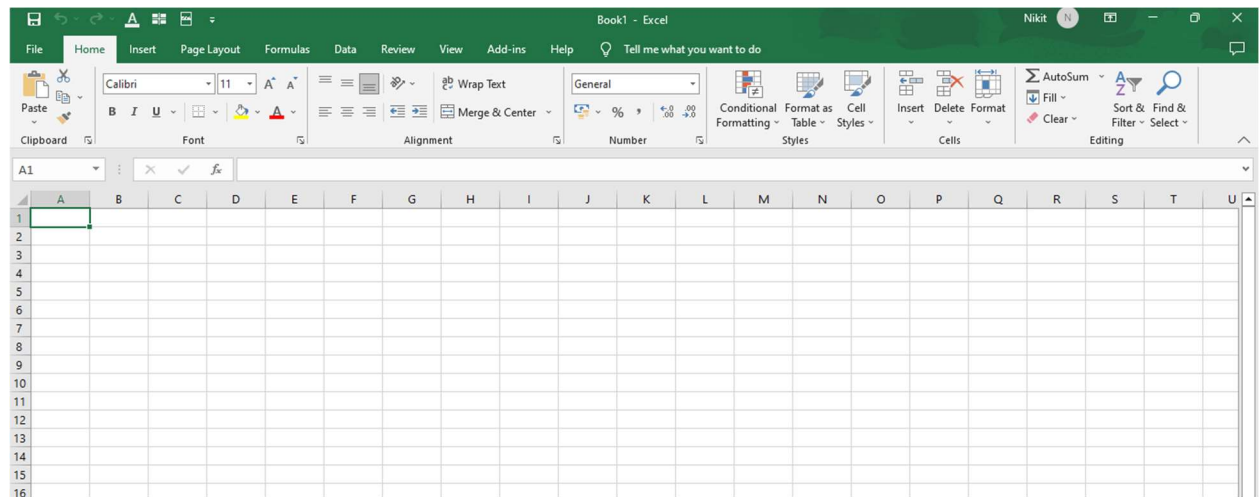
Ans:-

Ctrl+N is the shortcut key used to open a New Document.

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, File Bar, Title Bar, Ribbon bar / Menu Bar, Name Box, Formula Bar, Worksheet, Scroll Bars



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

Ans:-

When we want to do a similar calculation on multiple cells and the formula need to change according to the relative column and row. Relative cell reference is used in excel.