

1/10/22

Date ___/___/___

Saath

Advance Excel Assignment 1

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

Ans →

A cell is the intersection of a row and a column.

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

Ans →

menubar → Review → protect sheet → password

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

Ans →

1. open the workbook that you want to move the sheet to.
2. on the window menu, click the workbook that contains the sheet that you want to move.
3. on the edit menu, click sheet > move or copy sheet.
4. on the to book menu, click the workbook that you want to move the sheet to.

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

Ans →

Ctrl + N

5. what are the things that we can notice after opening the excel interface?

Ans →

Titlebar, menubar, Row headings, column headings

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Formula bar, Name box, cells & navigation buttons.

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

Ans :-> whenever you want a formula/calculation to be repeated for multiple rows/columns.