Advance Excel Assignment 1

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

Ans. Cells are the boxes you see in the grid of an Excel worksheet, like this one. Each cell is identified on a worksheet by its reference, the column letter and row number that intersect at the cell's location. This cell is in column D and row 5, so it is cell D5. The column always comes first in a cell reference.

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

Ans. On the Review tab, click Protect Sheet. In the Allow all users of this worksheet to list, select the elements you want people to be able to change. Move the pointer to cells for which the Locked box is checked on the Protection tab of the Format Cells dialog box. By default, users are allowed to select locked cells.

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

Ans.   Use the Move or Copy Sheet command to move or copy entire worksheets (also known as sheets), to other locations in the same or a different workbook. You can use the Cut and Copy commands to move or copy a portion of the data to other worksheets or workbooks.
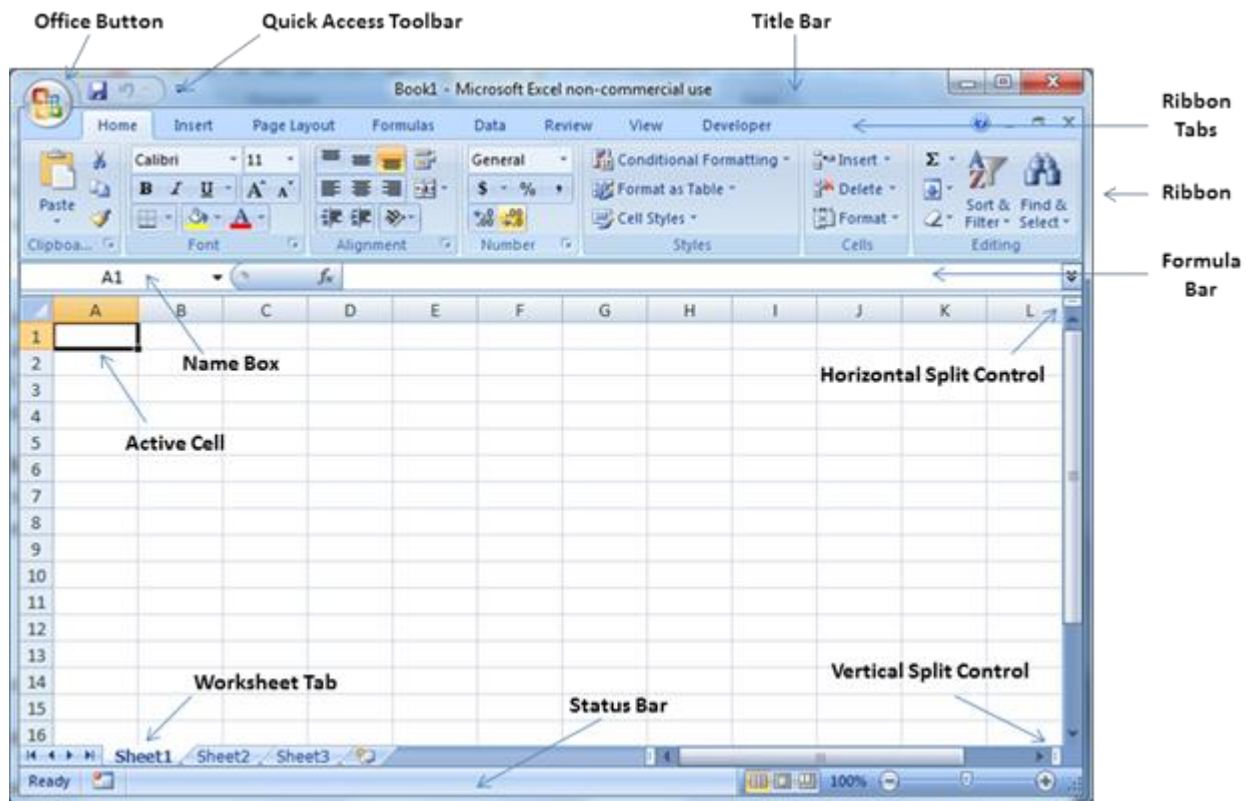
4. Which key is used as a shortcut for opening a new window document?

Ans. Ctrl+N

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

   Ans. Excel User Interface

   The rectangular grid of rows and columns described in Excel Spreadsheets is only one part of the Excel user interface. The entire interface is as follows:

Office Button | Quick Access Toolbar | Title Bar | Ribbon Tabs | Ribbon | Formula Bar | Name Box | Horizontal Split Control | Active Cell | Worksheet Tab | Status Bar | Vertical Split Control

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

Ans. By default, a cell reference is a relative reference, which means that the reference is relative to the location of the cell. If, for example, you refer to cell A2 from cell C2, you are actually referring to a cell that is two columns to the left (C minus A)—in the same row (2).

	A	B	C	D	E
1	Product	Quantity	Price	Amount	
2	Bread	2	$1.50	3	
3	Butter	1	$1.20	1.2	
4	Cheese	3	$2.00	6.00	
5	Jam	3	$1.80	=B5*C5	
6					

COUNTIF — =B5*C5

Functions