**EXCEL ASSIGNMENT - 1**

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

## A.1 – A cell in a excel sheet is the intersection of a row and a column. Also it is where a row and columns meet. Columns are identified by A, B, C and rows are known by numbers (1,2,3). Each cell has its own name and address based on its columns and rows.

For e.g. First row and columns is named as A1.

Cells are basic building block of an Excel Worksheet. The cell’s are used to store, manipulate and display data in a structured and organized way.

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

A.2 – If we want to restrict someone from copying a cell from excel worksheet, we can use the **Protect Sheet** option in Excel. This option allows you to lock to cells and prevent other from editing, copying or pasting data in your worksheet. We can also set password to protect our worksheet from unauthorized access.

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

A.3 – There are two ways to move or copy the worksheet into another workbook as follow:

🡪One of the easiest ways is to use move or copy dialog box.

🡪Another way to move or copy the worksheet into another workbook is to drag and drop it.

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

A.4 -- CTRL + N

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

A.5 – After Knowing about What is excel, When we open the excel workspace we see excel Interface Is the graphical layout of the application that allows us to interact with the data and perform various task. There are many things that we can notice after opening the excel interface such as The ribbon, The quick access tool bar, The formula bar, The worksheet, The status bar.

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

**A.6** – We use relative call reference when we want to the formula to adjust to the new location and refer to different cells based on relative position of the formula. For e.g. If we have a formula in cell A1 that adds the values in cells B1 and C1, and we copy the formula to cell A2, the formula will changed to add the values in cells B2 and C2.

This is the way we can apply the same calculation to different rows and columns of data without changing the formula manually.