**ASSIGNMENT 1**

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

Ans) The rectangular boxes in an excel sheet are called Cells. A Cell is formed by the intersection of Columns and Rows. Each cell is identified by column and row names. Such as column C and row 3, then the cell is named C3.

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

Ans) we can restrict copying a cell in the worksheet in different ways:

* Click on the review tab in the Menu bar

Click on protect sheet

Enter password

* Right-click on the sheet tab

Select protect sheet

Enter password

* Click on the home tab in the Menu tab

Go to format

Select protect Sheet

Enter password

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

Ans)

* Right Click on the Sheet tab or click on the format tab in the home.
* Select Move or copy sheet box.
* In the move or copy sheet dialogue box:
* Under To book: Select the destination workbook
* Under Before sheet: select the sheet you want to move or copy
* If the destination workbook is new then click on a new book under to book
* Click on create a copy
* Click OK

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

Ans) ctrl+N are used as a shortcut to open a new window document in Microsoft Office Suite.

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

Ans) When we open the excel sheet we find the following things:

* Quick Access Toolbar.
* Title Bar
* Ribbon tabs: File, Home, Insert, Page layout, Formulas, Data, Review, View, Developer, Help.
* Ribbon: commands are organized into groups under each Ribbon tabs.
* Name box
* Formulae bar
* Horizontal / Vertical scroll
* Sheet navigation tab
* Zoom
* Add new sheet button
* Normal view
* Page layout
* Page break preview

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

Ans) Relative cell reference is the default cell reference with column name and row number. It is basically used when we need to perform same operation on multiple cells. It changes the reference of the cell according to the column and row position.

Ex: we have 10 students marks in 2 students in column A and B. and C1 is assigned =A1+B1 and press enter to calculate.

Now drag the fill button to the end of data and we can observe that addition operation is performed between A2 and B2, A3 and B3 and so on