

Assignment-1

iNeuron

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

Ans:- In the Excel worksheet, a cell is a rectangular-shaped box. It is a small unit of the Excel spreadsheet.

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

Ans:- If we want to protect your worksheet from being copied, go into **Menu bar > Review > Protect sheet > Password.**

By entering a password you can prevent your worksheet from getting copied.

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

Ans:- The common way to copy a sheet to another workbook is this:

1. Right click on the tab that you want to copy, and then click **Move or Copy.**
2. In the **Move or Copy** dialog box, do the following:
3. Under *To book*, choose the target file. To place a copy into a new workbook, select **(new book).**
4. Under the Before sheet, specify where to put the copy.
5. Select the **Create a copy** box.
6. Click OK.

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

Ans:- **Ctrl+N** is used as a shortcut for opening a new window document.

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

Ans:- The Excel Starter startup screen appears, and a blank spreadsheet is displayed. In Excel Starter, a spreadsheet is called a worksheet, and worksheets are stored in a file called a workbook. Workbooks can have one or more worksheets in them. The Excel interface revolves around the ribbon, which is the strip of controls across the top section of the application window.

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

Ans:- Relative reference is a type of cell reference in Excel. This reference changes when the formula is copied to any other cell or any other worksheet. Relative cell references are used whenever calculations need to be repeated.