**Advance Excel Assignment 1**

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

Cells are the intersection of rows and columns in excel sheet. Each cell is unique and identified using rows and columns name. It can hold any values like texts,numbers, dates,symbols, etc.

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

We can lock and protect the complete sheet using password which prevents cells from copying.

Following steps used to restrict the sheets from copying

Review tab --> Protect Sheet --> enter the password

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

Step 1: Right click on the sheet name

Step 2 : Select Move or copy worksheet

Step 3 : Click on new workbook for new creating the new workbook

Or

Step 4: Click on existing workbook for creating the copy of the sheet.

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

Press Ctrl+N shortcut keys for creating or opening a new window document.

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

While opening the excel interface we can see title bar, quick access tool bar, menu bar , formula bar, control buttons, status bar, row bar, excel sheet.

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

Relative cell reference points to the location of a cell. The cell reference keeps on changing with respect to new cell. It is mostly used while doing the same operation many times using formulas.