Advance Excel Assignment 1

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

Ans: In Excel cell is a rectangular box that occurs at the intersection of a vertical column and a horizontal row in a worksheet.

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

Ans: You can restrict someone from copying a cell by protecting cells in excel sheet.

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

Ans: In Excel there is Edit menu, in this click sheet then Move or copy sheet options are available.

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

Ans: ctrl+N is shortcut for opening a new window document.

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

Ans: The interface components of Excel include the Quick Access Toolbar, Ribbon, Name Box, Formula Quick Menu, Formula Bar, Status Bar, Worksheet View Options, Zoom slider control, and the zoom percentage indicator.

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

Ans: When the formula is copied to any other cell or any other worksheet for that we use relative cell reference.