

Advance Excel Assignment 1

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

A cell is an intersection where a row and a column meet on a spreadsheet that starts with cell A1.

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

Click Menu bar >Review > Protect sheet > Password.

By entering password, you can secure your worksheet from getting copied by others.

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

Select a cell, copy it then go to the destination(i.e another workbook) and paste it.

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

Ctrl+N

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

Templates for creating a new workbook.

Recently opened templates.

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

Relative cell addressing

A	B	C	D	E
Product	Quantity	Price (INR)	Amount	
Mobile phone	2	2000	=B2*C2	
Telephone	1	700		
Smart phone	5	10000		

Just drag the cell D2 to D4 to get the relative result

A	B	C	D	E
Product	Quantity	Price (INR)	Amount	
Mobile phone	2	2000	4000	
Telephone	1	700	700	
Smart phone	5	10000	50000	

Absolute cell addressing

A	B	C	D	E
Product	Quantity	Price (INR)	Amount	
Mobile phone	2	2000	=B\$2*\$C\$2	
Telephone	1	700		
Smart phone	5	10000		

Just drag the cell D2 to D4 to get the absolute result

A	B	C	D	E
Product	Quantity	Price (INR)	Amount	
Mobile phone	2	2000	4000	
Telephone	1	700	4000	
Smart phone	5	10000	4000	