

Advance Excel Assignment 1

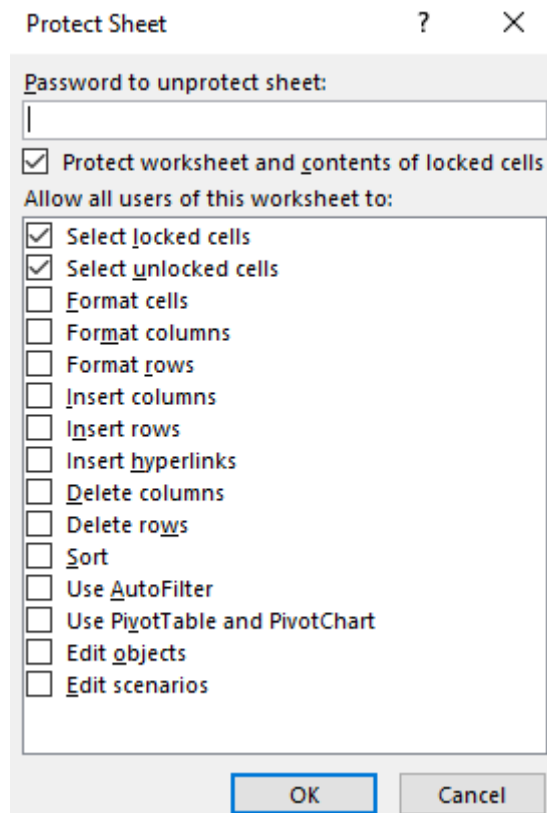
1. What do you mean by cells in an excel sheet?

A cell is a **rectangular area formed by the intersection of a column and a row**. Cells are identified by the Cell Name (or Reference, which is found by combining the Column Letter with the Row Number. For example, the cell in Column "C" in Row "3" would be cell C3.

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

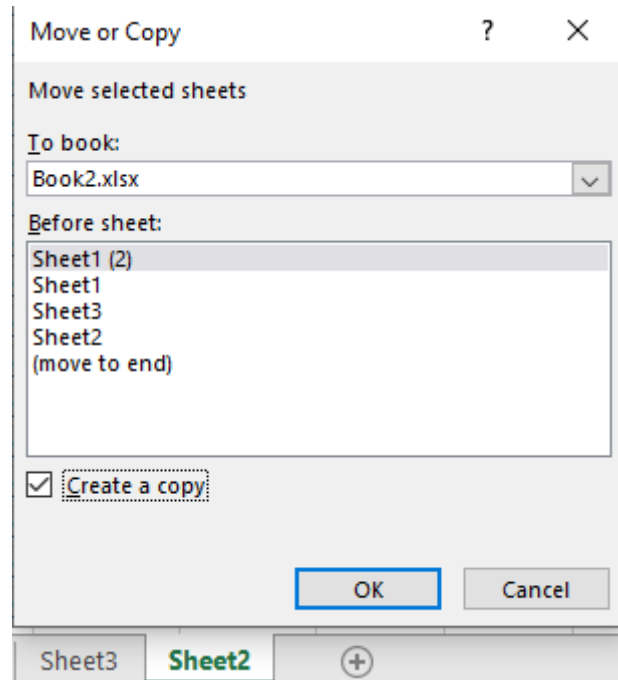
In order to protect our worksheet from getting copied, we need to go into the **Menu bar >Review > Protect sheet > Password**. By entering a password, we can secure our worksheet from getting copied by others.

Further, we can control the access of the user to perform a certain task as shown below image.



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

Right-click on any worksheet > click on the move or copy > select the worksheet which you want to move or copy > Select the workbook or new book to move the selected worksheet > If you want to copy the worksheet tick the “Create a copy” option.



Note: If we copy a worksheet in the same workbook excel itself will generate a number along with the workbook.

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?

- Title bar. The title bar displays both the name of the application and the name of the spreadsheet.
- Menu bar. The menu bar displays all of the menus available for use in Excel.
- Column headings
- Row headings
- Name box
- Formula bar
- Cell
- Navigation buttons and sheet tabs
- The default Quick access toolbar

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

whenever we need to repeat the same calculation or same logic across multiple rows or columns in such conditions, we use a relative cell reference. Usually a relative cell reference dynamic in nature.