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

Answer: Each worksheet in any excel file is made up of thousands of rectangles called cells which is the intersection point of a row and a column. Columns are identified by letters like A,B,C etc. and rows are identified by numbers. A unique combination of both gives a unique cell address for reference for any operation that might need values present at that location or in that cell.

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

Answer: Yes we can protect a worksheet, and when we do it, all the cells in that worksheet are locked for any users to make any change to it. Following are the steps to lock a worksheet in MS Excel:

1. Go to “Review” tab and click on “Protect Sheet” option.
2. We will get a dialog box and in that location, excel selects “protect worksheet and contents of locked cells” checkbox.
3. Select any other checkbox in “Allow All users of this worksheet” to list box that you want to be functional while the worksheet protection is still functional in future.
4. Type password in “Password to unprotect Sheet” text box and you’re done.
5. Click ok and after it opens a confirm password dialog-box, please re-enter the password in empty space, then click OK again. Now if you try to edit a cell, excel will throw error messages at you meaning the worksheet is protected now.
6. How to move or copy one worksheet to another workbook?

Answer: Please perform the following steps to move or copy a worksheet in same or different workbook:

1. For moving a tab within the same workbook, select and drag it to the desirable location that you want to.
2. The copy operation within the same excel file , please press CTRL+drag the worksheet tab to a different location that you want.
3. We can also perform the following operations, right click on the worksheet tab and select ”Move or Copy”
4. Select checkbox named “Create a copy”
5. Select the location where you want to place under the option “Before Sheet”.
6. Click OK and it’s done.
7. Which key is used as a shortcut for opening a new window document?

Answer: Ctrl+N is used to open a new document in MS Office in general.

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

Answer: The initial first few things that I noticed when opening a new excel file is quik access toolbar and Title box at the top. If we move to the middle region, we observe Name box, active cell, horizontal and vertical split controls, and finally at the bottom we have worksheet tab name, status bar and zoom options.

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

Answer: By default, all cell references are relative references. Relative references are best suited to the conditions when we need to repeat the same calculation(s) across multiple rows / columns.