

Excel_Assignment 1

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

Ans: In Microsoft Excel, a cell is a rectangular area defined by one or more adjacent columns and rows, which contain text, numbers, or formulas.

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

Ans: To restrict someone from copying a cell, you can protect the worksheet. To do this, click the Review tab, then click Protect Sheet in the Changes group. In the Protect Sheet dialog box, enter a password (optional), and then click OK.

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

Ans: To move or copy a worksheet to another workbook, follow these steps:

1. Open both the workbooks that you want to use.
2. On the View tab, in the Window group, click Arrange All.
3. Under Arrange windows, click Tiled. This will arrange the workbooks side by side.
4. Select the worksheet tabs that you want to move or copy. To select multiple worksheet tabs, press and hold the CTRL key, and then click the sheet tabs.
5. Right-click the selection, and then click Move or Copy Sheet on the shortcut menu.
6. In the To Book list, click the workbook where you want to move or copy the sheet.
7. To move the sheet, click Move. To copy the sheet, click Copy.
8. Click OK.

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

Ans: The shortcut key for opening a new window is CTRL+N.

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

Ans: After opening the Excel interface, you will see the Ribbon at the top of the screen. The Ribbon is a toolbar that contains commands for working with your workbooks and data. Under the Ribbon, you will see the worksheet area where you can enter and edit data. To the left of the sheet area, you will see the Name Box which shows the address of the currently selected cell. To the right of the

sheet area, you will see the formula bar where you can enter formulas and function arguments. At the bottom of the screen, you will see the status bar which displays information about your workbook, such as the current page number, an average of selected cells, the sum of selected cells, and so on.

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

Ans: A relative cell reference is used when you want a formula to refer to a cell that is relative to the position of the cell containing the formula. For example, if you have a formula in cell A1 that references cell B1, and you copy that formula to cell A2, the reference will automatically change to B2. This is because the reference is relative to the position of the cell containing the formula.