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FSDA Batch 1

Excel Assignments

### **Assignment 1**

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

In an Excel spreadsheet, a cell is a single rectangular box in a grid of rows and columns. Each cell has a unique address, called the cell reference, that consists of the column letter and the row number. For example, the cell at the intersection of column B and row 3 has a cell reference of B3.

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

To prevent others from copying cells from your Excel worksheet, you can use the following methods:

1. Protect the sheet: You can protect the sheet by going to the Review tab and clicking on the Protect Sheet button. This will allow you to set a password for the sheet and choose which actions users can take on the sheet (such as selecting cells, inserting rows, or deleting columns). You can also specify a range of cells that users can edit, if you want to allow some changes to the sheet but prevent others.
2. Lock the cells: You can lock cells by selecting the cells you want to protect, right-clicking on the cells, and selecting Format Cells. In the Format Cells dialog box, go to the Protection tab and check the box next to "Locked." Then, click on the Protect Sheet button and set a password for the sheet. When you protect the sheet, the locked cells will be protected and users will not be able to copy or modify the data in those cells.
3. Use data validation: You can use data validation to restrict the data that can be entered into a cell. For example, you can use data validation to allow only whole numbers in a cell, or to allow only a specific list of values. Data validation will not prevent users from copying cells, but it will prevent them from pasting invalid data into a cell.

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

To move or copy a worksheet from one workbook to another in Excel, you can follow these steps:

1. Open both workbooks in Excel.
2. In the workbook that contains the worksheet you want to move or copy, right-click on the worksheet tab and select "Move or Copy."
3. In the Move or Copy dialog box, select the destination workbook from the "To book" drop-down menu.
4. If you want to copy the worksheet instead of moving it, check the box next to "Create a copy."

5. If you want to move the worksheet to a specific location in the destination workbook, select the location from the "Before sheet" drop-down menu.

6. Click on the "OK" button to move or copy the worksheet. Note that if you are copying the worksheet, the copy will have the same name as the original worksheet. If you want to give the copy a different name, you can rename it after it is moved or copied to the destination workbook. To rename a worksheet, double-click on the worksheet tab and type the new name.

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

In Microsoft Word, you can use the key combination Ctrl + N as a shortcut to open a new document window. This key combination works in most versions of Word, as well as in other Microsoft Office applications such as Excel and PowerPoint. To use this shortcut, press and hold the Ctrl key on your keyboard, and then press the N key. This will open a new, blank document window in Word.

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

To open a new document window in Microsoft Word, you can use the key combination Ctrl + N, or you can use the File menu and select "New" from the list of options. To use the key combination, press and hold the Ctrl key on your keyboard, and then press the N key. This will open a new, blank document window in Word. To use the File menu, click on the "File" tab at the top-left corner of the Word window, and then select "New" from the list of options. This will also open a new, blank document window in Word.

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

A relative cell reference in Excel is a cell reference that adjusts automatically when you copy or move a formula that contains the reference. For example, if you have a formula in cell A1 that refers to cell B1, and you copy that formula to cell A2, the reference in the copied formula will automatically change to B2. This is because the relative cell reference adjusts to the new location of the formula, so the formula in cell A2 will refer to the cell that is directly below the cell that the original formula in cell A1 referred to (which is cell B1). Relative cell references are useful when you want to apply a formula to a range of cells, and you want the formula to automatically adjust to each cell in the range. For example, you might use a relative cell reference to calculate the total of a column of numbers, or to average a row of values. On the other hand, if you want to refer to a specific cell or range of cells that should not change, even when the formula is copied or moved, you can use an absolute cell reference. An absolute cell reference is a cell reference that does not change, even when the formula that contains the reference is copied or moved. Absolute cell references are indicated by using a dollar sign (\$) before the column letter and row number in the cell reference, such as \$A\$1.