

## Assignment Excel (1).

① Ques 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.

② Ques How do you restrict someone from copying a cell from your worksheet?

To prevent other users from accidentally or deliberately changing, moving, or deleting data in a worksheet, we can lock the cells on our Excel worksheet and then protect the sheet with a password.

Here are the steps to do so :-

① go to Dashboard → Review.

② In the "changes" section, we will find "Protect Workbook" & "Protect Sheet". In order to restrict copying click on "Protect Sheet".

③ Excel will open protect sheet dialog box. The sheet select locked cells and select Unlocked cell check boxes are selected by default.

④ Select any of the available check boxes in the list box.



- ⑤ Enter the 'password' to unprotect sheet & Reenter password to proceed.
- ⑥ Click OK.
- ⑦ To remove the protection, click on Unprotect sheet button.
- ⑧ How to move or copy the worksheet into another workbook?

Solu

In order to move or copy the worksheet, first select the required content by pressing  $Ctrl + A$  this will select the entire data if we move the cursor close of the borders then we will find ' $\leftrightarrow$ ' this sign, click on it and move it as per the requirement. To copy, select whole data/table press  $(Ctrl + C)$  and open new sheet & press  $(Ctrl + V)$  to paste the content.

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

Solu

$Ctrl + N$

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

Solu The things that we can notice after opening the excel interface are?

- ① Quick access tool bar. ② Dashboard & Ribbon. ③ Worksheet



⑥ When to use a relative cell reference in excel?

Soln

It is convenient whenever you need to repeat the same calculation across multiple rows and columns.