

# ASSIGNMENT\_1 FOR Excel

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

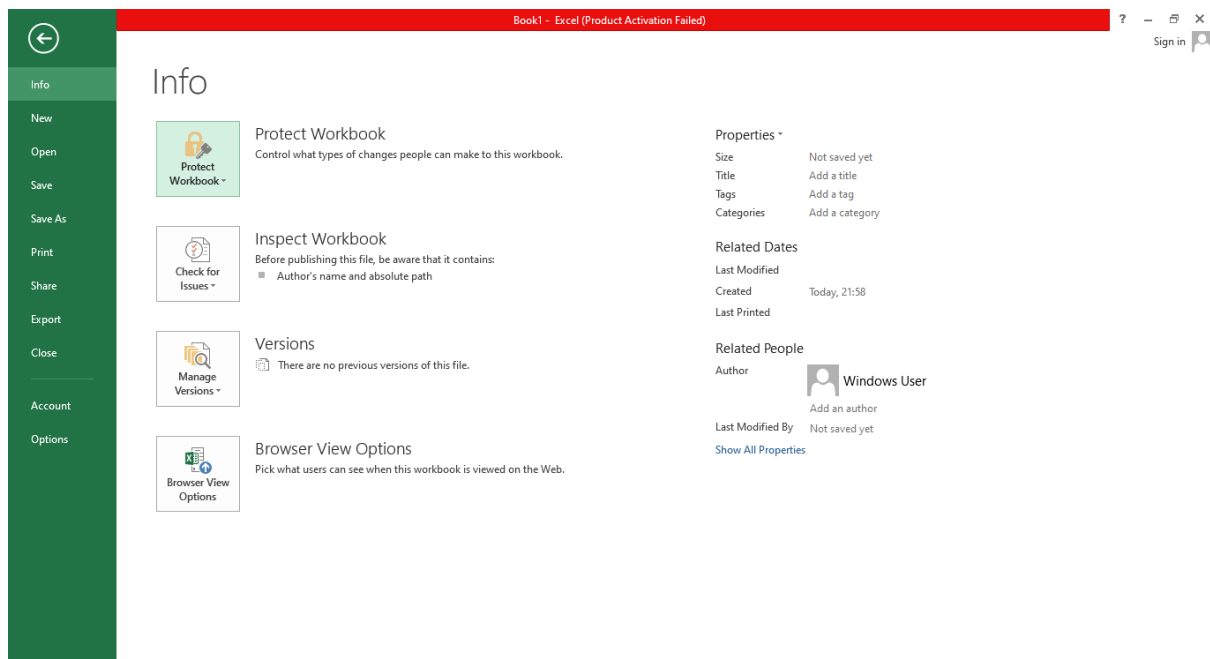
**Cell** - It is a rectangular box that occurs at the intersection of a vertical column and a horizontal row in a worksheet.

**Cells** - Collection of multiple cell in the excel worksheet.

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

In order to protect the worksheet from copying a cell, it is needed to go to the menu bar > Review > Protect sheet > Password.

By entering the password, it can be secure the data in the worksheet, from getting copied by others.



Click on Protect workbook,

### 3. How to Move Or Copy the worksheet into another workbook?

Open both the workbooks, Right-click on the worksheet tab which is to be copied or moved.

Select the “ Move or Copy” from the menu and the currently active workbook name will be displayed in the title bar.

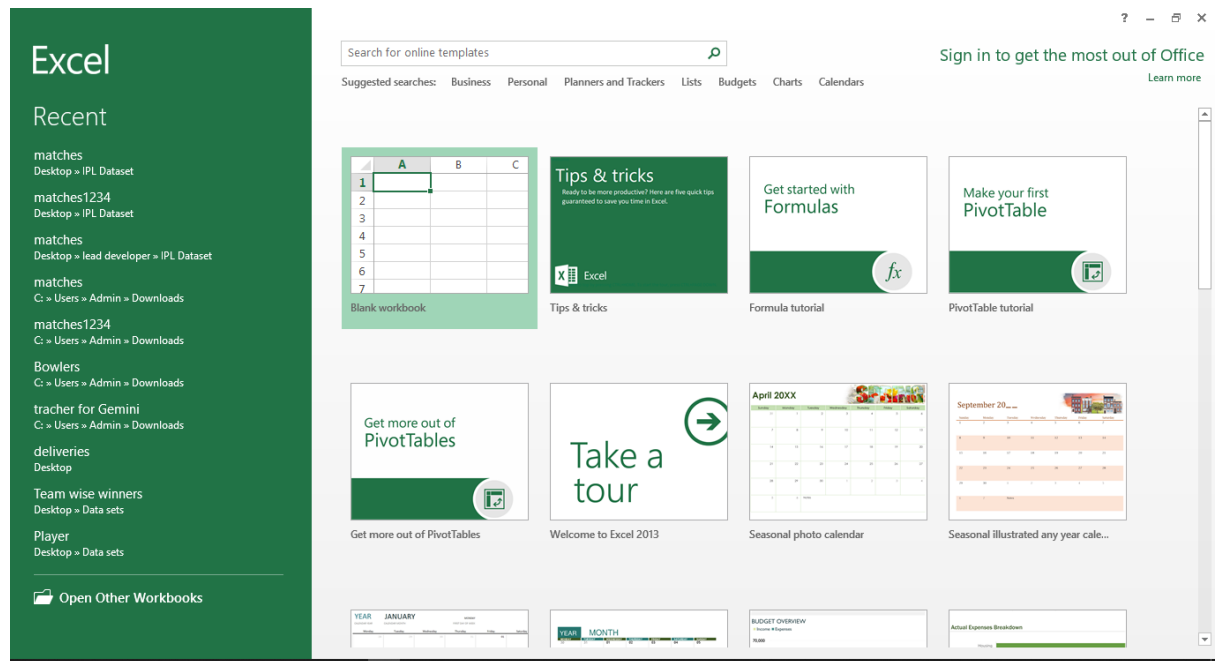
Click on the "Move selected sheets To book" Drop-down menu. Currently, open workbooks are listed in the "Move selected sheets To book" Drop-down menu.

Now click OK on the sheet which the copied datasheet is copied to the new workbook.

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

CTRL + N

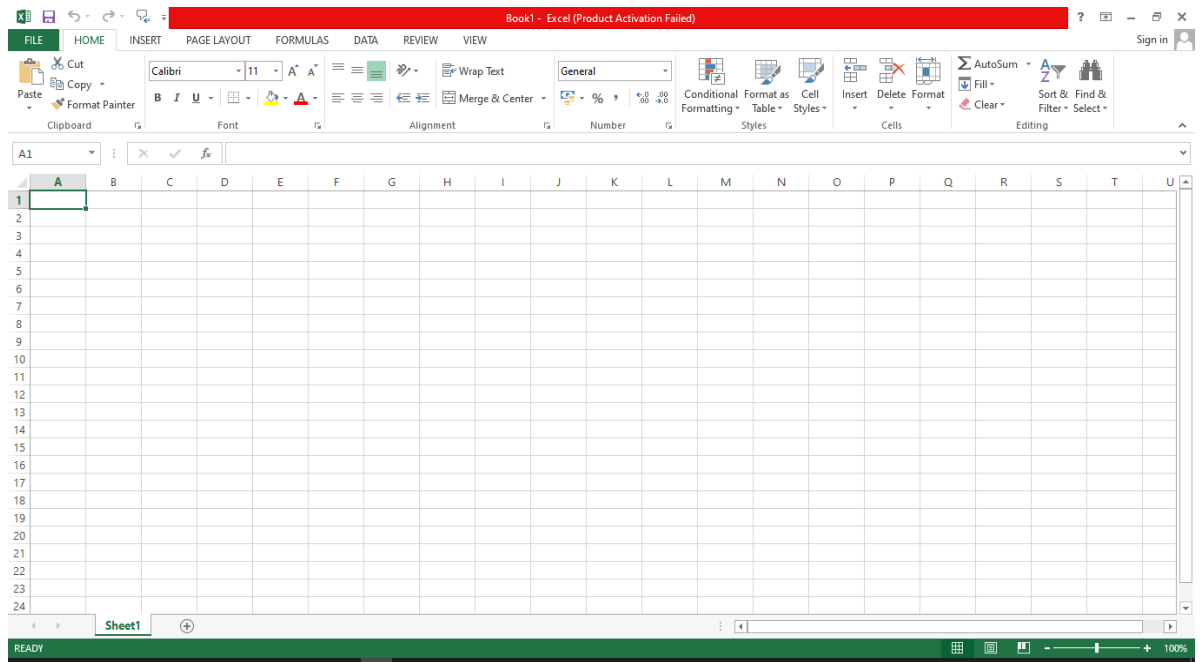
## 5. What are the things we can notice after opening the Excel interface?



This is the first look when we open the Excel Interface.

Next step according to the user task they can select which page to click and use.

Mostly 85% click on Blank workbook, and use it.



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

Whenever you need to repeat the same calculation across multiple rows or columns.