Excel Assignment – 1

1. Cells are the Building blocks of the Excel worksheet. It is an object of Excel worksheets. The Excel worksheet contains cells to store the information in them. We can enter content and data into these cells.
2. To restrict someone from copying the cell select the Review tab -> Protect -> Protect Sheet.

In the Protect Sheet dialog box insert the password and uncheck the select locked and unlocked cells to restrict copying the cell.

1. To move or copy the worksheet into another workbook Right click on the worksheet tab and select Move or Copy. Select the Create a copy checkbox and under Before sheet select where you want to place the copy of the worksheet.
2. “Ctrl+O” key is used as a shortcut key for opening a new window document.
3. When opening the Excel interface it display multiple windows that contain a copy of that same workbook. Title bar display the workbook name and the Task bar displays a button for each of these windows.
4. Relative cell reference is a type of cell reference in Excel. This reference changes when the formula is copied to any other cell or worksheet. Relative cell references are used whenever calculations need to be repeated.