**Advance Excel Assignment 1**

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

ANS. A Cell is the intersection of a row and column. In other words, its where a row and column meet. Columns are identified by letters (A,B,C), while row are identified by numbers (1,2,3). Each cell has its own – or cells address-baed on its column and row.

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

ANS. There are a few ways to prevent someone from copying cells from your worksheet. One way is to password protect the worksheet, so that only those with the password can view or make changes to it. Another way is to use the built-in ‘protect sheet’ feature in most spreadsheet software, which allows you to look specific cells or ranges of cells from being edited or copied. Additionally, you can use third-party software or adds-ons that provide additional protection for your worksheets.

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

ANS. Right click on the worksheet tab and select Move or Copy.

A) Select the Create a copy checkbox.

B) Under Before sheet, select where you want to place the copy.

C) Select OK.

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

ANS. The shortcut key is Ctrl+N.

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

ANS. Formula Bar. The Formula Bar is found just beside the Formula

Quick menu.

Status Bar. The Status Bar in the bottom-left corner of the Excel window displays various information about the current mode of the workbook.

Zoom Slider Control.

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

ANS. Relative references allow Excel to modify the column and row when copying the formula to other cells. The change will be relative to the number of columns or rows the formula has shifted.