**Advance Excel Assignment 1**

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

A cell is an area on a spreadsheet where data can be entered. Each cell acts as an individual entity in the spreadsheet. Cells are boxes formed by the intersection of vertical and horizontal lines that divide the spreadsheet into columns and rows.

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

In order to protect your worksheet from getting copied, you need to go into Menu bar >Review > Protect sheet > Password. By entering password, you can secure your worksheet from getting copied by others.

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

* Save the workbook with a new name, then open the new one.
* Click on the sheet you want to move, right-click then “Move or Copy.”
* On the “To book” drop-down menu, select “(new book)” then “OK.”
* The new one will open automatically.

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

Ctrl+N

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

Quick Access Toolbar

### Ribbon

### Name Box

### Formula Quick Menu

### Formula Bar

### Status Bar

Title Bar

Worksheet Tabs

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

Relative reference is a type of cell reference in Excel. This reference changes when the formula is copied to any other cell or any other worksheet. Relative cell references are used whenever calculations need to be repeated.