1. **What do you mean by cells in an excel sheet?**
   * Cell in an excel sheets are the boxes created by intersection of gridlines in excel. Each cell is identified by column letter and row number that intersect at the cell's location
2. **How can you restrict someone from copying a cell from your worksheet?**
   * --With the below steps we can restrict someone from copying cell from excel sheet.

On the review Tab click on protect sheet.

The first 2 options (select locked cells and unselect locked cells) will allow users to copy data so, uncheck those – This will not allow anyone to copy data.

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

* + Right click on the sheet that you want to move
  + Then select option move or copy
  + Under To Book, select name of the book to which you want to move into and click ok.

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

--- **Ctrl+N**

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

* + File Tab – new, open, share and save etc
  + Quick Access Toolbar for quick formating
  + Title Bar - Name of excel sheet
  + Control Buttons - Close and minimize options
  + Menu Bar
  + Ribbon/Toolbar
  + Dialog Box Launcher.
  + Name Box, Etc…,

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

By default, a cell reference is a relative reference, that means reference is completely relative to the location of the cell. This is very useful when we want to make certain calculation between 2 columns with many rows where we can calculate to first row and copy paste same formula to rest of the rows. As it is relative reference by default, it will by default do calculation in same pattern for rest of the rows.

if you copy the formula **=B8\*C8** from cell D8 to D9, the formula in D9 adjusts to the right by one column and becomes **=B9\*C9**