
Advance Excel Assignment 1

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

Cell is a rectangular box occurring at the intersection of a vertical column and a horizontal row in excel worksheet.

Vertical columns are the ones that are numbered with alphabetic values such as A, B, C, D etc. Horizontal rows the ones those are numbered with numeric values such as 1, 2, 3, 4, 5 etc.

The main difference between columns and rows is that a column arranges data vertically from top to bottom and a row arranges data horizontally from left to right.

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

Go to the Protection tab and uncheck Locked option and click Ok. Now select only the cells or columns, rows that you want to protect. Right click and choose Format cells again. Go to the protection tab and check Locked option and click Ok.

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

Right click on the tab that you want to copy, and then click Move or Copy

In the Move or Copy dialog box,

Under To book, choose the target file. To place a copy into a new workbook, select (new book).

Under Before sheet, specify where to put the copy.

Select the Create a copy box.

Click ok.

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

Press Ctr + N

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

Quick access tool bar

File button

Ribbon

Title bar

Sign in

Excel windows control

Cell box name

Formula bar

Worksheet window and tab

zoom slider

Horizontal scroll bar

Active cell

6. 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.

