

# Advance Excel Assignment 1

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

**Ans.** Cells are boxes formed by the intersection of vertical and horizontal lines that divide the spreadsheet into columns and rows.

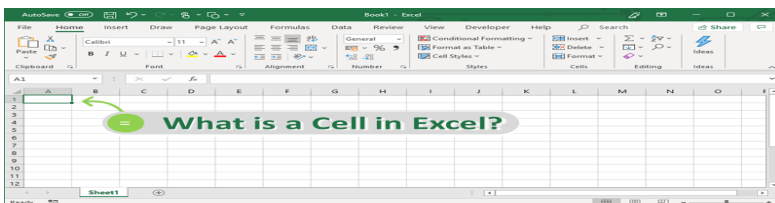
## Features of a cell

a) Cells are **basic building blocks** in an excel worksheet.

b) Cells are **rectangular** in shape.

c) Each cell has its own name, called **Cell Address**, based on rows and columns

d) There are around **17 billion cells** in an excel worksheet

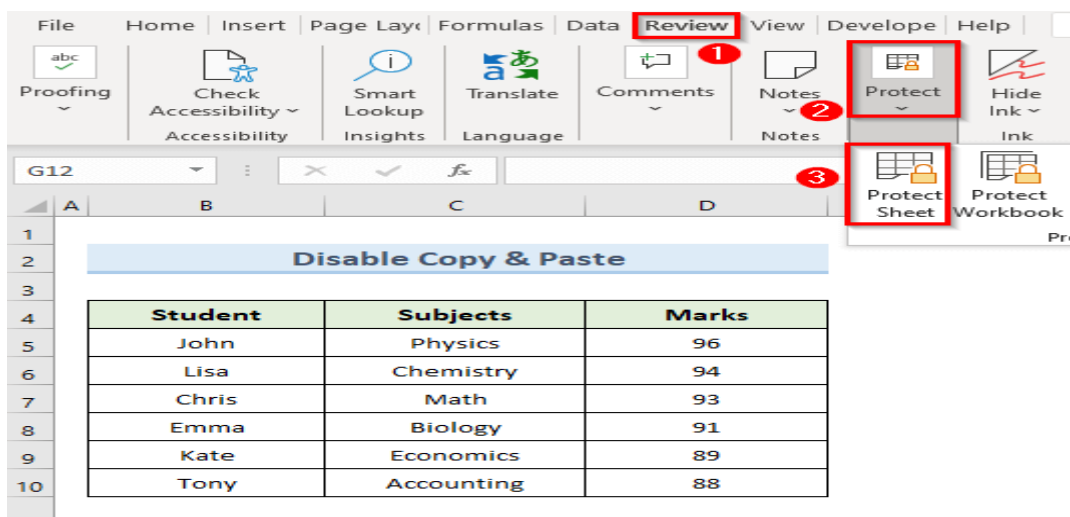


2. How can you restrict someone from copying a cell from your worksheet?

**Ans.** Restriction on copying a cell from a worksheet is required to ensure **data integrity** and reliability. It can be done through **multiple methods**-

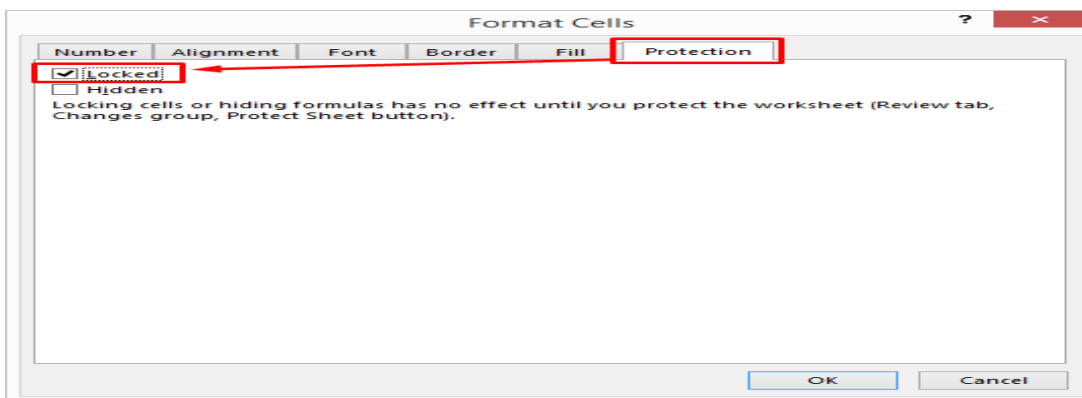
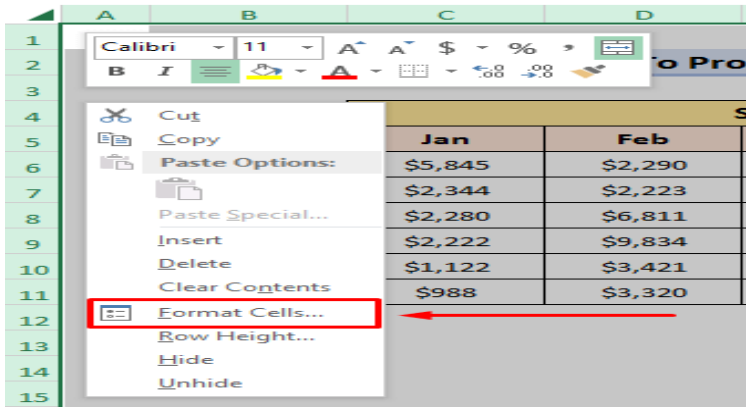
**a) Use Protect Sheet in Review tab**

➤Go to Review > Protect > Protect Sheet



## b) Lock cells to protect against copying

Select All>Right Click>Format Cells>Protection>Locked>Click OK

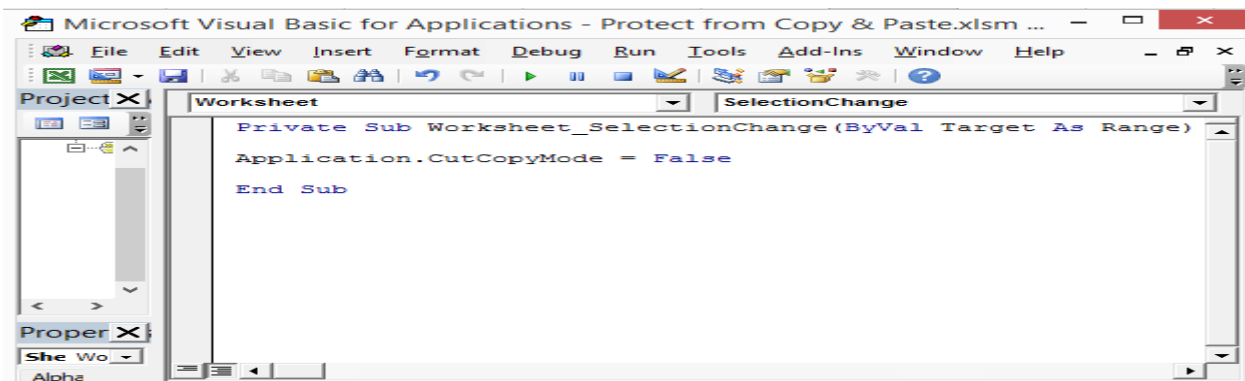


### c)Apply VBA

Visual Basic Applications can be used to create a program to prevent copying of data from cells

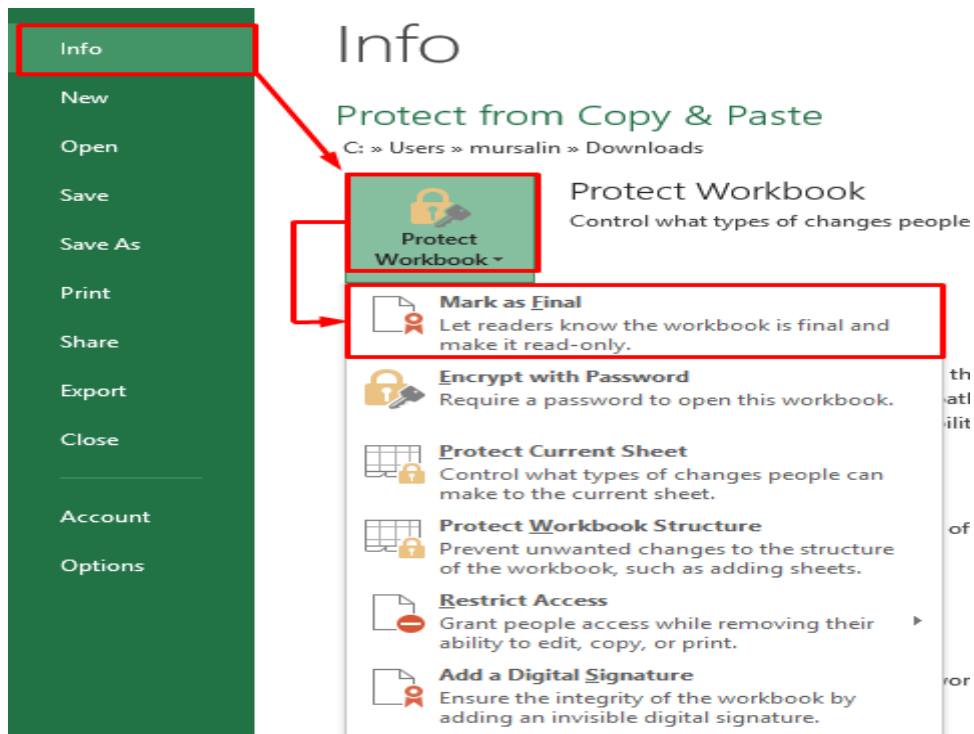
i) Go to Developer> Visual Basic> Select Sheet >General Field

ii) Type code `Application.CutCopyMode = False`



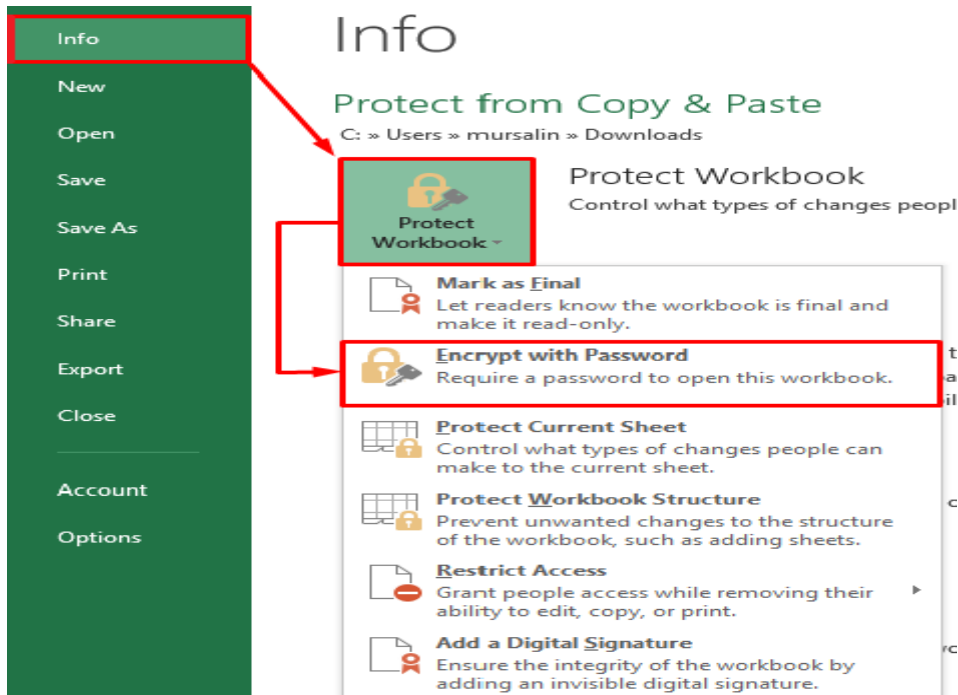
## d) Make an excel sheet read only

i) Go to File> Protect Workbook> Mark as Final> Click Ok



## e) Secure workbook with password

i) Go to File> Info> Protect Workbook> Encrypt with password> Encrypt Document> Enter Password> Click OK> Re-enter password> Click OK

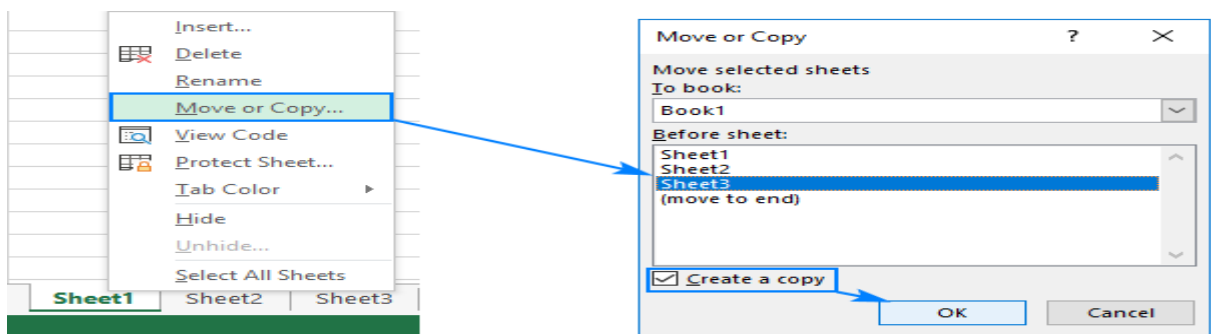


3. How to move or copy the worksheet into another workbook?

**Ans.** At times we need to copy a worksheet into another workbook so as to create backup or to perform necessary tests. Moving or copying a worksheet can be done through multiple ways

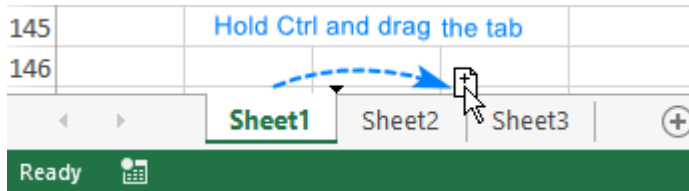
**a) Duplicate as sheet by right clicking**

i) Go to Right click on a tab> Select move or copy>Create a copy



## b) Copy excel sheet by dragging

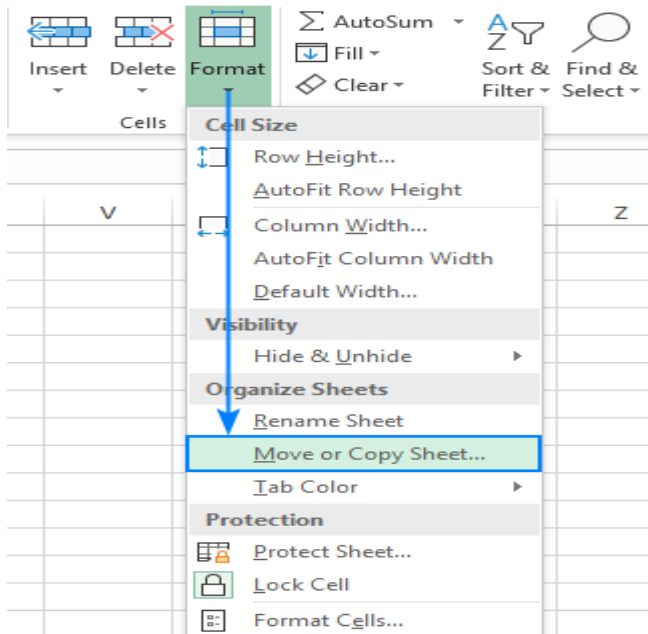
i) Click on sheet tab>Hold Ctrl key and drag tab where you want it





### c) Copy a tab using excel ribbon

i) Go to Home tab> Cells group > Click Format



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

**Ans. Ctrl+N** is used as a shortcut for opening a new window document.

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

**Ans.** We can notice multiple options after opening the excel interface.

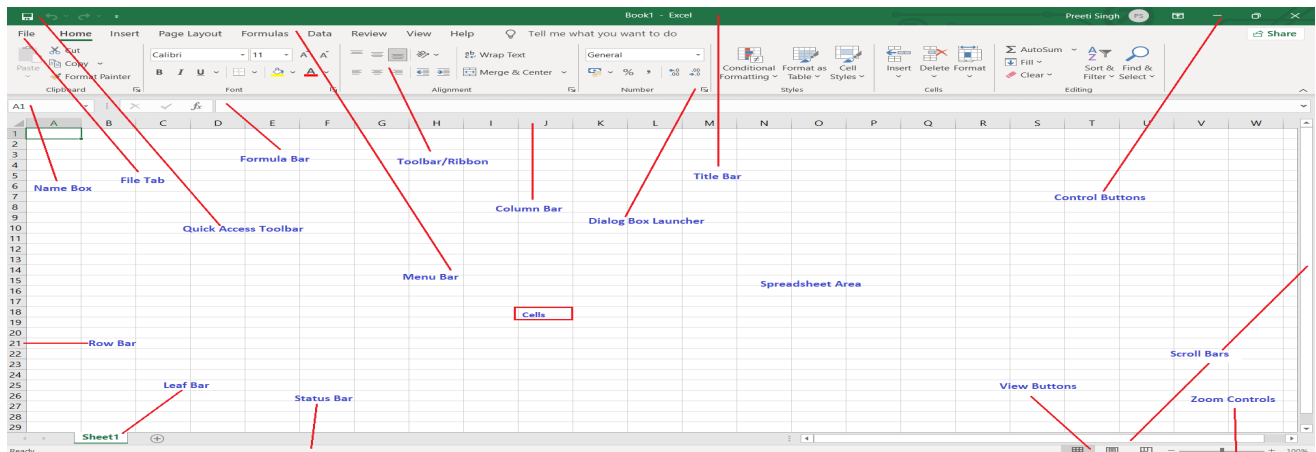
**a)Title Bar-** contains name of workbook

**b)Quick access toolbar-** shows most frequently used Excel commands

**c)File Tab-** to perform file related operations such as creating a new sheet, printing sheets etc.

**d)Control Buttons-** help in minimizing and maximizing sheets

**e)Menu bar-** contain a **File, Insert, Page Layout, Formulas, Data, Review, View, Help,**  
and a **Search Bar** with a **light bulb icon**



**f) Dialogue box launcher-** to explore more options related to concerned group

**g)Name box-**Show location of active cells

**h) Formula bar-** enables us to view, insert or edit formula

**i)Scroll bars-** enable us to move document's vertical and horizontal views

**g)Ribbon tabs-** for each tab in menu bar a different ribbon is displayed

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

**Ans.** A relative cell reference is a reference relative to a location of a cell. It is the **default cell reference** in excel.

**When to use relative cell reference?**

- a) When we want to perform similar operations in multiple cells and formulas must change on according to relative address of column and row.

**Steps to use relative cell reference**

- a) 1st step- write formula in a cell
- b) 2nd step- click on fill handle at corner of a cell

c) Drag to fill handle on cells

C2		fx		=B2+A2	
	A	B	C	D	E
1	Marks 1	Marks 2	Total marks		
2	23	56	79		
3	45	90	135		
4	34	77	111		
5	76	98	174		
6	89	34	123		
7	67	45	112		
8	34	76	110		
9	66	34	100		
10	75	45	120		
11					
12					

Drag the Fill Handle till C10

iNeuron