**Advance Excel Assignment 1**

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

Ans. Basically cell is an intersection of rows and columns . Each cells has its own name based on rows and columns.

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

Ans. First we have to select cells then go to review tab .Then click on protected sheet and enter the password and click on ok.

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

Ans. For that first we have select number of sheets using ctrl+click then right click and select option move or copy .A new pop up window will show then select new work book name and check the create and copy checkbox and click Ok.

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

Ans. Ctrl+N

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

Ans. The Quick Access Toolbar – File, Home, Insert,Page layout, Data, Review, View, Help, Formula Bar, Row, Column, cells

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

Ans. 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.