**Advance Excel Assignment 1**

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

A cell is an individual box at the intersection of a column and a row where you can enter data or formulas. Each cell can contain a single value or formula that can be used to perform calculations and display results. The cells in a spreadsheet can be used to organize and present information in a clear and concise manner.

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

Protect the Worksheet: You can protect the worksheet by going to the "Review" tab and selecting "Protect Sheet." This will prompt you to set a password; once set, users will not be able to copy cells from the protected worksheet.

Use Data Validation: You can use the Data Validation feature in Excel to restrict users from copying certain cells. Go to the "Data" tab, select "Data Validation," and set the validation criteria to "prevent invalid data."

Use VBA Code: You can write a macro using Visual Basic for Applications (VBA) code to prevent the copying of cells. This method is more advanced but can give you a higher degree of control over the protection of your data.

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

* Moving a Worksheet:
  + Right-click the sheet tab for the worksheet you want to move.
  + Select "Move or Copy..." from the context menu.
  + In the Move or Copy dialog box, select the target workbook from the "To book" dropdown.
  + Choose the location of the sheet in the target workbook by selecting either "Before sheet" or "After sheet."
  + Check the box next to "Create a copy" if you only want to copy the sheet.
  + Click "OK" to complete the operation.
* Copying a Worksheet:
  + Right-click the sheet tab for the worksheet you want to copy.
  + Select "Move or Copy..." from the context menu.
  + In the Move or Copy dialog box, select the target workbook from the "To book" dropdown.
  + Choose the location of the sheet in the target workbook by selecting either "Before sheet" or "After sheet."
  + Check the box next to "Create a copy" if you want to copy the sheet.
  + **Click "OK" to complete the operation.**

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

- The keyboard shortcut for opening a new window document in Microsoft Excel is "Ctrl + N"

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

Ribbon: The ribbon is the top bar that displays all the available functions and commands in Excel.

Worksheet: This is the main area where you can enter and manipulate data.

Columns and Rows: The worksheet is divided into columns (labeled with letters) and rows (labeled with numbers).

Cells: Each intersection of a column and row is a cell.

Formula bar: The formula bar displays the contents of the selected cell and allows you to edit the cell’s contents.

Quick Access Toolbar: It is located above the Ribbon and allows you to access frequently used commands.

Name Box: The name box displays the address of the currently selected cell.

Status bar: The status bar provides information about the current status of your work, such as the page number, average, count, and sum of selected cells.

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

Relative cell references in Excel are used when you want to refer to a cell that is relative to the position of the formula. The relative cell reference changes when the formula is copied or filled into other cells.

Relative cell references are commonly used in the following situations:

Creating formulas that perform calculations based on values in a specific range of cells.

Automatically filling in formulas to adjacent cells: when you copy a formula with a relative cell reference to another cell, the reference will automatically adjust to match the new location.

Creating dynamic named ranges: relative cell references allow you to define a named range that expands or contracts based on the contents of the cells in the range.

In general, relative cell references are used when you want a formula to reference cells that are relative to the position of the formula, rather than fixed cells.