

Advance Excel Assignment 1

1. What do you mean by cells in an excel sheet?
2. How can you restrict someone from copying a cell from your worksheet?
3. How to move or copy the worksheet into another workbook?
4. Which key 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?
6. When to use a relative cell reference in excel?

Answers

- 1A) A cell in an excel sheet is an intersection of row and column.
A cell is represented by both row name/number and column name.
- 2A) We can restrict by making the cell a protected one by the following option. Go to Review → Protect Sheet → Enter Password.
This Password will protect the sheet from copying.
- 3A) Right click on sheet name → Go to move or copy → Select the workbook name from the drop down to which you want to move or copy the worksheet.
- 4A) Ctrl + N
- 5A) Ribbon, which has tabs like file, Home, Insert, Formulas, Data etc.
At the bottom we have zoom in and zoom out on the right corner. Also we can see the sheet names at the bottom. We can also see the row and column names.
- 6A) Relative cell references are used whenever calculations need to be repeated.