**Advance Excel Assignment 1**

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

**Ans**- Cells in an Excel sheet are the individual rectangular units within a grid where data, formulas, and labels are entered and organized. Each cell is uniquely identified by a column and row intersection and can contain text, numbers, or perform calculations, forming the basis of data organization and analysis in Excel.

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

**Ans-** To restrict someone from copying a cell in Excel, you can use the following steps:

* Select the cell you want to protect.
* Right-click and choose "Format Cells."
* In the Format Cells dialog box, go to the "Protection" tab.
* Check the "Locked" option.
* Protect the worksheet by going to "Review" > "Protect Sheet" and set a password.
* Uncheck "Select locked cells" option.

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

**Ans-** To move or copy a worksheet into another workbook in Excel:

* Right-click the sheet tab you want to move or copy.
* Select "Move or Copy" from the context menu.
* In the "Move or Copy" dialog box, choose the target workbook from the "To book" dropdown.
* Choose whether to create a copy or move the sheet.
* Click "OK" to complete the action.

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

**Ans-** In most Windows-based applications, including Microsoft Word, the keyboard shortcut "Ctrl + N" is commonly used to open a new document or window. This command allows users to quickly create a new instance of the application or a new document within the current instance.

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

**Ans-** After opening the Excel interface, you'll notice:

* The Ribbon with various tabs for commands.
* The worksheet grid for data entry and manipulation.
* Formula Bar for editing cell contents.
* Columns and rows labeled with letters and numbers.
* Sheet tabs for switching between worksheets.
* Status Bar, Quick Access Toolbar, File Tab (Backstage View), and view options in the interface.

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

Ans- Use relative cell references when formulas need to adjust based on their relative position when copied or filled.

Ideal for calculations across rows or columns.

Suited for pattern-based calculations.

Useful for repeating calculations on different data points in various locations.

Ensures flexibility and adaptability in formulas.