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

Ans:

Excel sheet consists of Rows and columns. Intersection of row and column form cell. Cell is identified by Row number and column number. Example C2 means column C and Row 2. Cell contains value.

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

Ans:

On the Review tab, click Protect Sheet. In the Allow all users of this worksheet to list, select the elements you want people to be able to change. Move the pointer to cells for which the Locked box is checked on the Protection tab of the Format Cells dialog box. By default, users are allowed to select locked cells.

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

You can use the Move or Copy Sheet command to move or copy entire worksheets (also known as sheets), to other locations in the same or a different workbook. You can use the Cut and Copy commands to move or copy a portion of the data to other worksheets or workbooks.

Move a worksheet within a workbook

Select the worksheet tab, and drag it to where you want it.

Caution: When you move a sheet to another workbook, check any formulas or charts that refer to data on the sheet because moving the sheet might cause errors or produce unintended results in your data. Similarly, if you move a sheet that is referred to by 3-D references, the calculation might include or leave out data on the sheet.

Copy a worksheet in the same workbook
Press CTRL and drag the worksheet tab to the tab location you want.

OR

Right click on the worksheet tab and select Move or Copy.

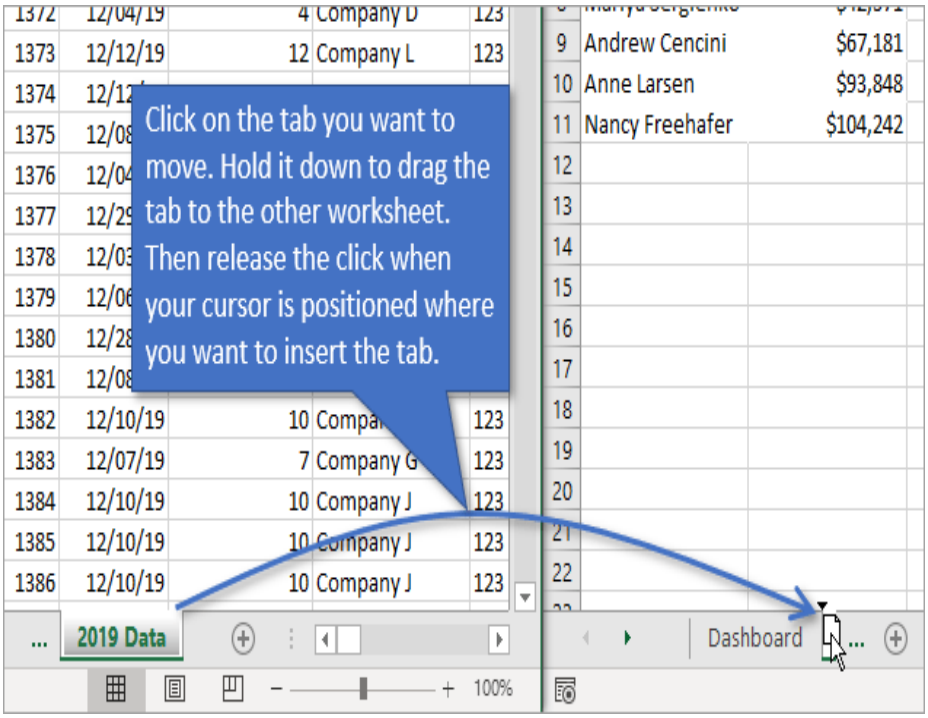
Select the Create a copy checkbox.

Under Before sheet, select where you want to place the copy.
Select OK.

Moving Sheets Between Workbooks

If you've ever moved a sheet from one workbook to another, you may have used the right-click menu to select **Move or Copy**. But you can actually **drag and drop** the sheet directly from one open workbook to another.

1. Just click on the tab that has the sheet name on it.
2. Then hold your mouse button down while you drag it over.
3. And then release it wherever you want it to go in the new workbook.



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

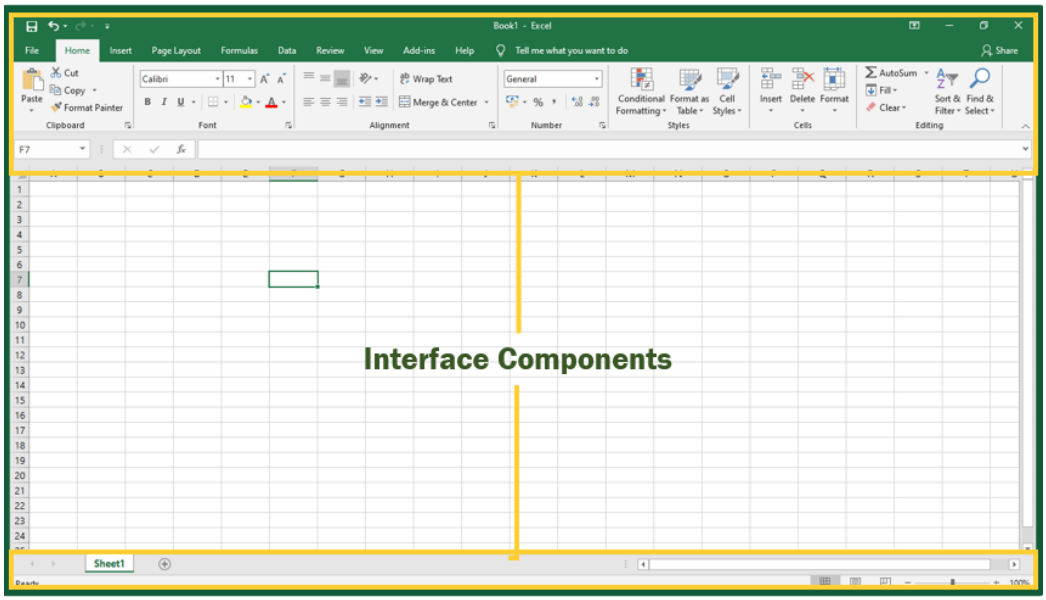
In desktop mode-

Press Windows button + R and type EXCEL to open EXCEL

Control + N = To open a new excel

Shift + F11 = To open a new sheet

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



Interface Components

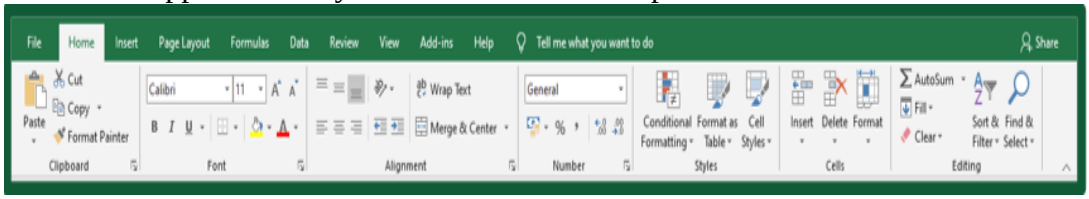
The interface components of Excel include the Quick Access Toolbar, Ribbon, Name Box, Formula Quick Menu, Formula Bar, Status Bar, Worksheet View Options, Zoom Slider Control, and the Zoom Percentage Indicator.

QUICK ACCESS TOOLBAR

The Quick Access Toolbar is found on the top-left of the Excel window which contains the commonly-used commands in Excel. This toolbar can be customized and lets you choose which commands you want to access easily. By default, this contains the save, undo, and redo commands.

RIBBON

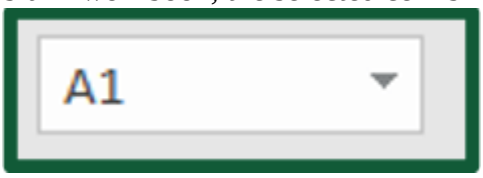
The Ribbon interface contains the commands that are available for use in Excel. This has multiple tabs including the File, Home, Insert, Page Layout, Formulas, Data, Review, View, Add-ins, and Help tabs. There are tabs that will appear when necessary; for example, the Format tab appears when you click an inserted shape.



The tabs are then subdivided in groups based on the usage of the commands. For example, in the Home tab, the commands are grouped in Clipboard, Font, Alignment, Number, Styles, Cells, and Editing.

NAME BOX

The Name Box is an input box which normally displays the name or location of the active cell on the worksheet. This is also used to directly create a named range. When you open a blank workbook, the selected cell is A1, by default.



FORMULA QUICK MENU

The Formula Quick Menu beside the Name box is a shortcut when you want to insert a function. If you click the ***fx*** option, the Insert Function will pop-up to let you choose which Excel function would you like to use.

FORMULA BAR

The Formula Bar is found just beside the Formula Quick Menu. This allows you to enter or edit data, formula or a function that will appear in the selected cell whose name or location appears in the Name Box.

STATUS BAR

The Status Bar in the bottom-left corner of the Excel window displays various information about the current mode of the workbook.

WORKSHEET VIEW OPTIONS

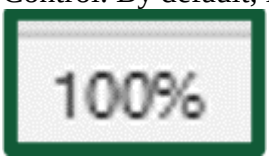
The Worksheet View Options lets you choose which of the 3 worksheet views you want (Normal, Page Layout, or Page Break Preview). By default, the worksheet view is set to Normal.

ZOOM SLIDER CONTROL

The Zoom Slider Control helps you zoom in and zoom out the worksheet.

ZOOM PERCENTAGE INDICATOR

The Zoom Percentage Indicator displays the zoom percentage just beside the Zoom Slider Control. By default, it is set to 100%.



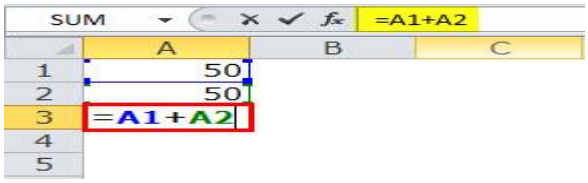
6. When to use a relative cell reference in excel?

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.

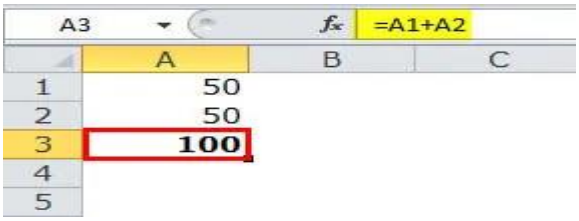
For instance, in cell A1, we have "=B1+C1." On copying this formula to cell B2, the formula becomes "=C2+D2." This is because the first formula refers to two cells on the right of cell A1 while the second formula refers to two cells on the right of cell B2. Cells B1 and C1 are to the right of cell A1 and cells C2 and D2 are to the right of cell B2.

Example #1

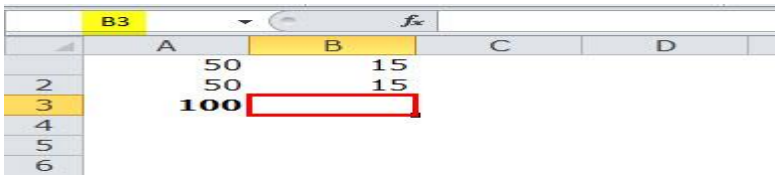
Let us understand the concept of relative cell references in Excel with an example. We want a summation of two numbers located in cells A1 & A2. Say we want the sum in cell A3.



So, in cell A3, we applied "=A1+A2."

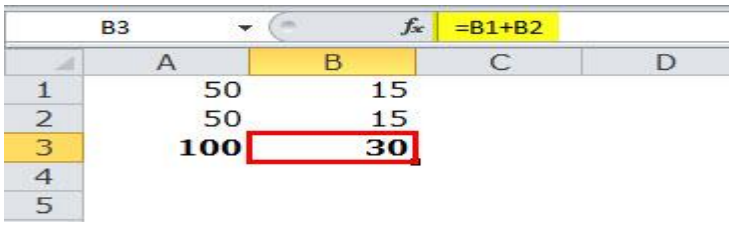


The sum of cell A1 and A2 is equal to 100.



Now, with different values of cells B1 and B2, we want a summation in cell B3.

The summation can be done in two ways. We can either apply the Excel formula of addition to cell B3 or copy and paste the formula of cell A3 to cell B3.



On copying cell A3 and pasting in cell B3, the answer is not 100. This is because cell A3, which is copied, contains a formula, not a value.

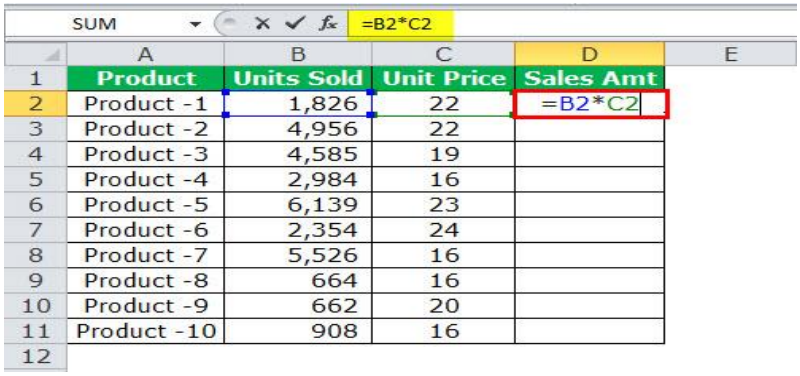
The output of cell A3 depends on cells A1 and A2. After copying cell A3, as we move one cell to the right, A1 becomes B1 and A2 becomes B2. Thus, cell B3 applies summation to the values of cells B1 and B2.

Example #2

Let us consider another example of relative references in Excel. We want to calculate the sales revenue by using the equation Units Sold*Unit Price=Sales Revenue.

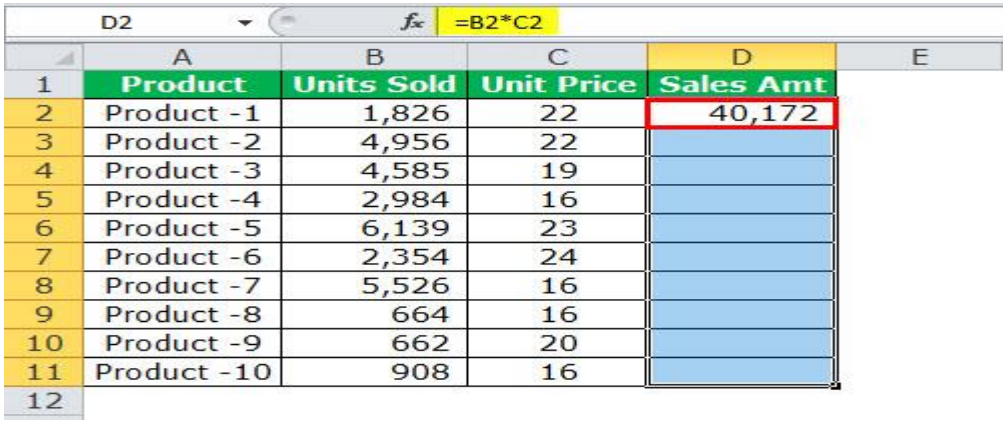
	A	B	C	D	E
1	Product	Units Sold	Unit Price	Sales Amt	
2	Product -1	1,826	22		
3	Product -2	4,956	22		
4	Product -3	4,585	19		
5	Product -4	2,984	16		
6	Product -5	6,139	23		
7	Product -6	2,354	24		
8	Product -7	5,526	16		
9	Product -8	664	16		
10	Product -9	662	20		
11	Product -10	908	16		
12					
13					

To calculate the sales revenue, we multiply the number of units sold by the unit price.



The formula B2*C2 gives the sales revenue for product-1. Applying this formula to all products would become tedious. So, we copy and paste the formula to the other cells.

As we copy the formula from cell D2 to cell D3, the formula reference changes from B2*C2 to B3*C3. To determine the sales revenue for all products, either press Ctrl+D or copy and paste cell D2 in the selected cells.



	A	B	C	D	E
1	Product	Units Sold	Unit Price	Sales Amt	
2	Product -1	1,826	22	40,172	
3	Product -2	4,956	22		
4	Product -3	4,585	19		
5	Product -4	2,984	16		
6	Product -5	6,139	23		
7	Product -6	2,354	24		
8	Product -7	5,526	16		
9	Product -8	664	16		
10	Product -9	662	20		
11	Product -10	908	16		
12					

Writing the formula for each product would have taken a minute, but copying or dragging the fill handle takes only a few seconds.