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

* Microsoft Excel, a cell is a rectangular box that occurs at the intersection of a vertical column and a horizontal row in a worksheet. Vertical columns are numbered with alphabetic values such as A, B, C. Horizontal rows are numbered with numeric values such as 1, 2, 3.
* Each cell has its own set of coordinates or position in the worksheet such as A1, A2, or M16. In the example above, we are positioned on cell A1 which is the intersection of column A and row 1.
* A cell can only store 1 piece of data at a time. You can store data in a cell such as a formula, text value, numeric value, or date value.
* There are many things that you can do with cells in Excel such as changing the font format, number format, background, alignment, and conditional formatting.

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

By default, when you protect a worksheet, all the cells on the worksheet are locked, and users cannot make any changes to a locked cell.

To set a password to protect cells, follow the steps given below:

* Go to REVIEW tab and click on "Protect Sheet" option.
* Excel opens the Protect Sheet dialog box. By default, Excel selects the Protect Worksheet and Contents of Locked Cells check box.
* Select any of the check boxes in the Allow All Users of This Worksheet To list box (such as Format Cells or Insert Columns) that you still want to be functional when the worksheet protection is operational.

The Select Locked Cells and Select Unlocked Cells check boxes are selected by default.

* Type the password in the 'Password to unprotect Sheet' text box.
* Click OK.
* Excel opens the Confirm Password dialog box. Re-enter the password in the Reenter Password to Proceed text box and then click OK. Notice that if you try to edit a cell, Excel displays an error message.
* To remove worksheet protection, click the Unprotect Sheet button in the Changes group on the Review tab. You’ll be prompted to type the password that you had set for protection.

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

Excel has three inbuilt routes to duplicate worksheets. Depending on your preferred working technique, you can use the ribbon, mouse or keyboard.

* Method 1. Copy Excel sheet by dragging

Usually, you drag-and-drop to move something from one place to another. But this method also works for copying tabs and is, in truth, the fastest way to copy a sheet in Excel.

Simply, click on the sheet tab that you want to copy, hold the Ctrl key and drag the tab where you want it:

Copy Excel sheet by dragging

* Method 2. Duplicate a sheet by right-clicking

Here’s another way to duplicate a sheet in Excel that is just as easy:

Right click on the tab and select Move or Copy from the context menu. This will open the Move or Copy dialog box.

Under Before sheet, choose where you want to place the copy.

Put a tick in the Create a copy box.

Click OK.

For instance, that’s how you can make a copy of Sheet1 and place it before Sheet3:

Duplicate a sheet by right-clicking it.

* Method 3. Copy a tab in Excel using the ribbon

The ribbon contains all the features available in Excel, you just need to know where to look

To copy a sheet, go to the Home tab > Cells group, click Format, and then click Move or Copy Sheet:

Copy a tab in Excel using the ribbon.

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

Many users find that using an external keyboard with keyboard shortcuts in the File menu of the Microsoft Office apps in Windows helps them work more efficiently. For users with mobility or vision disabilities, keyboard shortcuts can be easier than using the touchscreen and are an essential alternative to using a mouse.
Normally, we right-click in order to create a new folder. On Desktop, you can create a new folder by right-clicking on an empty area, choosing New, and choosing Folder. But Windows 10, as well as 8 and 7, lets you create folders with a keyboard shortcut. Simply press Ctrl + Shift + N and you can see the new folder automatically created on your Desktop and ready for file storage or renaming.

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

* Many items you see on the Excel XP screen are standard in most other Microsoft software programs like Word, PowerPoint, and previous versions of Excel, while some elements are specific to Excel XP.
* Workbook
* Titlebar
* Menubar
* Toolbar
* Column headings
* Row headings
* Name box
* Formula bar
* Cell
* Navigation buttons
* Sheet tabs

1. 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.

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.

Example 1

So, in cell A3, we applied “=A1+A2.”

Example 1-1

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

Example 1-2

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.

Example 1-3

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.