**ASSIGNMENT NO : 1**

**Que 1)** What do you mean by cell in an excel sheet

**Ans:** The intersection of row and column is called as cell

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

**Ans:** The following procedure is use to restrict someone from copying a cell from your worksheet

Menu Bar 🡪 Review 🡪 Protect sheet 🡪Select format column 🡪Password (Optional) 🡪 Ok

**Que 3)** How to move or copy the worksheet into another worksheet?

**Ans:** Simply right click on worksheet select option copy or move and paste it into another workbook as per requirement.

**Que 4)** Which key is used as a shortcut for opening a new documents?

**Ans:** Ctrl + N (Command+N)

**Que 5)** What are the things that we can notice after opening the excel interface?

**Ans:** After opening the excel interface we first notice a blank workbook. Presence of worksheet where we store the information. It also present quick access toolbar, different tool (menu),ribbon , formula bar, name box etc

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

**Ans:** Cells in Excel have unique references, which is its location.

-References are used to do calculation and the fill function can be used to continue formula sidewards , downwards, upwards

-Reference are relative by default, and are without dollar sign

-The relative reference makes the cells reference free. It gives the fill fuction freedom to continue the order without restriction.