**Advance Excel Assignment 1**

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

Answer: A cell is the intersection where a row and a column meet on an excel sheet or a worksheet. Every worksheet is made up of thousands of cells. Cells are identified by their cell name or cell address which is a combination of column letter & row number. For example, a cell in column ‘B’ and row ‘4’ would be denoted as cell ‘B4’.

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

Answer: If we want to lock a particular cell from getting copied then,

Method 1 – Select the cell > Right-click the mouse & select ‘Format Cells’ from the drop down menu.

‘Format Cells’ window appears. Go to ‘Protection’ & uncheck the ‘Locked’ & click OK to proceed.

Then from the ‘Review’ tab or by right clicking the Sheet name you select ‘Protect Sheet’.

Protect Sheet window appears, in that uncheck the ‘Select locked cells’ option. Then type the password you want to set & click OK to proceed.

Now whenever someone tries to copy the cell value they won’t be able to select the cell unless they know the password.

Method 2 – Go to Review tab & select Protect Sheet. As the Protect Sheet window appears type the password you want to set. Click OK to proceed.

This will protect the entire sheet which includes both locked as well as unlocked cells.’

Now whenever someone tries to copy paste the, excel will show a message which will tell the user to unprotect the sheet in order to make changes.

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

Answer:

Method 1 – Right click on the sheet name and select Move or Copy from the context menu. This will open the Move or Copy dialog box.

Under ‘To Book’, choose in which workbook you want to copy or move the worksheet.

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

Put a tick in the Create a copy box or don’t put a tick if you want to move the worksheet to another workbook. Click OK.

Method 2 – Go to ‘Home’ Tab> ‘Cells’ group> Click ‘Format’ & then click ‘Move or Copy Sheet’.

This will open the Move or Copy dialog box.

Under ‘To Book’, choose in which workbook you want to copy or move the worksheet.

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

Put a tick in the Create a copy box or don’t put a tick if you want to move the worksheet to another workbook. Click OK.

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

Answer: ‘Ctrl + N’ is the shortcut key used for opening a new window document.

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

Answer: Excel Interface consists of two parts

1. Front view, 2. Back view

Front View consists of Recent Files which show recently created files & Templates which shows different types of templates in which we can start work.

Back View is the spreadsheet view of the excel interface. It consists the following,

Quick Access Toolbar – This is a toolbar in which you can customize your Commonly Used Commands

Name Box – This Box indicates your active cell address or name of selected range, object.

Row Number – This is a number which indicates the address of different cells.

Sheet Tab Scroll Button – This button can be used to scroll the sheets which are not visible.

Sheet Tab – This tab indicates the name of your sheets. By default 3 sheets are displaying in your new file. Later you can add more sheets as per your requirement.

Status Bar – This bar displays various information of your active workbook.

Title Bar – This Bar displays the Program name and File name which you are using currently.

Ribbon – This is the location where you can find all commands to be used. By clicking on tabs it will change commands displaying on ribbon.

View Buttons – Through these buttons you can change Layout of your sheet. Example. Normal layout, page layout, Page break preview.

Horizontal Scroll Bar & Vertical Scroll bar – Enables you to scroll the sheet.

Close, Maximize and Minimize buttons.

Formula Bar – This is bar in which formula is displayed which is used in active cell.

Column Letters – These letters which indicates the address of different cells.

Active Cell – This dark outline cell is active cell in which you are currently working.

1. **When to use a relative cell reference in excel?**

Answer: Relative cell reference is used to create a copy of formula in a particular cell, along the rows or columns. Relative references change when a formula is copied to another cell.

For example - C1=A1+B1 so when we copy the formula to C2 it will become C2=A2+B2.