Advance Excel Assignment 1

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

Ans. Cell is block in excel spreadsheet where rows and columns are interfaced and it is where we put our data to perform particular function.

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

Ans. The way to restrict someone from copying a cell from your worksheet is by using a worksheet protection feature in your spreadsheet software. In Microsoft Excel, for example, you can protect a worksheet by clicking the "Review" tab, then clicking "Protect Sheet." You can then specify which cells can be edited and which cannot by selecting "Unlocked" or "Locked" respectively. Once the sheet is protected, users will not be able to make changes to locked cells, including copying the contents of those cells.

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

Ans. These are following steps for move or copy the worksheet into another workbook.

1. Open both the workbook that contains the worksheet you want to move or copy, and the target workbook where you want to place the worksheet.

2. In the workbook that contains the worksheet you want to move or copy, right-click on the worksheet tab and select "Move or Copy."

3. In the "Move or Copy" dialog box that appears, select the target workbook from the "To book" drop-down menu.

4. Select the location where you want to place the worksheet by choosing either "Create a new sheet" or "Before sheet."

5. If you want to make a copy of the worksheet instead of moving it, check the "Create a copy" checkbox.

6. Click on "OK" to move or copy the worksheet.

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

The key used as a shortcut for opening a new window document in Microsoft Word is Ctrl+N.

This keyboard shortcut opens a new, blank document window, allowing you to begin typing a new document immediately. In most office software's, you will find the short cut as Ctrl+N.

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

Ans. Below are the things that we can notice after opening the Excel interface

1. Ribbon: The ribbon is the strip at the top of the Excel window that contains the main commands and tools for working with spreadsheets. It is divided into tabs, such as "Home," "Insert," "Data," and "Review," which contain groups of related commands.
2. File menu: The file menu is the button located in the top left corner of the Excel window, usually represented by an Office icon that allows you to create new spreadsheets, open existing spreadsheets, save spreadsheets, and perform other file-related tasks.
3. Workbook: The workbook is the main container for your spreadsheet data. It contains one or more worksheets that you can use to organize your data. Each worksheet is represented by a tab at the bottom of the Excel window.
4. Worksheet: A worksheet is a single sheet of data within a workbook. It is made up of cells organized into rows and columns, and is used to hold and organize data.
5. Cells: Cells are the individual boxes in the worksheet where you enter data. Each cell can contain a value, such as a number or text, and can be formatted in various ways, such as font size, color, and alignment.
6. Columns and rows: Cells are organized into columns and rows. Each column is identified by a letter at the top of the worksheet, and each row is identified by a number on the left side of the worksheet.
7. Formula bar: The formula bar is located above the worksheet and is used to enter and edit formulas and data in the active cell.
8. Status bar: The status bar is located at the bottom of the Excel window and provides information about the current state of the spreadsheet, such as the current page number and the sum of selected cells.

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

Ans. Relative cell references are typically used in formulas and functions when you want to perform calculations that are based on the values of adjacent cells or a range of cells. For example, you might use a relative cell reference to calculate the sum of a range of cells or to find the average of a set of numbers.

For example, if you have a table of data, and you want to calculate the sum of a range of cells B1:B5, you can use a relative cell reference by using the SUM function in cell B6 and using the formula SUM(B1:B5). If you copy the formula in B6 to C6, the reference will change to SUM(C1:C5).