

Advance Excel Assignment 1

Q1. What do you mean by cells in an excel sheet?

Cells are **the boxes you see in the grid of an Excel worksheet**, like this one. Each cell is identified on a worksheet by its reference, the column letter and row number that intersect at the cell's location. This cell is in column D and row 5, so it is cell D5. The column always comes first in a cell reference

Q2. How can you restrict someone from copying a cell from your worksheet?

In order to protect your worksheet from getting copied, you need to go into **Menu bar >Review > Protect sheet > Password**. By entering password, you can secure your worksheet from getting copied by others.

Other method can be use of hiding the coulmins

Q3. How to move or copy the worksheet into another workbook?

- i. Open the workbook that you want to move the sheet to.
- ii. On the Window menu, click the workbook that contains the sheet that you want to move.
- iii. On the Edit menu, click Sheet > Move or Copy Sheet.
- iv. On the To book menu, click the workbook that you want to move the sheet to.

Q4. Which key is used as a shortcut for opening a new window document?

Ans: using Ctrl+N

Q5. What are the things that we can notice after opening the Excel interface?

Following can be seen on a Excel interface:

- Title bar. The title bar displays both the name of the application and the name of the spreadsheet.
- Menu bar. The menu bar displays all of the menus available for use in Excel XP. ...
- Column headings.
- Row headings.
- Name box.
- Formula bar.
- Cell.
- Navigation buttons and sheet tabs.

Q6. When to use a relative cell reference in excel?

When we directly use cells for calualtion on other cells i.e Relative cell references are basic cell references that adjust and change when copied or when using AutoFill. Relative references are especially convenient whenever you need to repeat the same calculation across multiple rows or columns.