**Advance Excel Assignment 1**

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

**Ans:** In 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.

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

**Ans:** We can secure the workbook with a password to protect it from copy-paste. Whenever someone tries to open the sheet, excel will ask for the password. If anybody enters the wrong password, the excel sheet will not open.

Steps:

Step1: Menu Bar 🡪 Review 🡪 Protect Sheet 🡪 Password

Step 2: Enter Password

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

**Ans:** We can move or copy the worksheet into another workbook by following steps

Step 1: At the bottom of the workbook, click on the worksheet which we want to make a copy.

Step 2: Right-click on the worksheet >> select Move or Copy.

Step 3: A dialog box appears with an option called ”Before Sheet” which tells us to select where to place a copy of the worksheet.

Step 4: Check to Create a copy checkbox. Click Ok.

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

**Ans:** Ctrl + N creates new blank documents

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

**Ans:**After opening the Excel interface we can notice the rectangular grid of rows and columns .This is called Excel Spreadsheet.This is only one part of the Excel user interface. The entire interface is as follows- Title Bar, Worksheet Tabs, Ribbon Tabs, Office Button,Quick Access Toolbar, Active Cell, Name Box, Formula Bar, Vertical/Horizontal Split Controls, Status Bar.

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

**Ans:** Relative references are used when we want to perform a similar operation on multiple cells and the formula must change according to the relative address of column and row.