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**Advance Excel Assignment 1**

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

**Ans:- A cells in an excel can be defined as a rectangular-shaped box. Cells are the**

**intersection of columns and rows. Cells can store values in numbers, text, date**

**format, the combination of numbers and texts, etc.**

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

**Ans:- To restrict someone from copying a cell is by protecting them with**

**password and for by applying following steps we can protect the**

**worksheet from copying:-**

**Step 1:- go into Menu bar**

**Step 2 : click on Review**

**Step 3 : click on Protect sheet**

**Step 4 : set the Password.**

**By this way we can can secure your**

**worksheet from getting copied by others.**

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

**Ans:- there are multiples ways to copy or move the worksheet into another**

**workbook. In which one of them are following:-**

**Step 1:- from ribbon click on Home tab.**

**Step 2 : click on format**

**Step 3 : click on Move or copy sheet**

**Under To book, choose the target file. To place a copy into a new workbook,**

**Step 4: select (new book).**

**Under Before sheet, specify where to put the copy.**

**Step 5: Select the Create a copy box.**

**Step 6: Click OK.**

**.**

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

**Ans:- “Ctrl + N” is used for opening a new window document.**

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

**Ans:- When we launch excel then start up screen open then**

* **Menu Bar**
* **Ribbon**
* **Quick Access Toolbar**
* **Name box & Formula Bar**
* **Excel worksheet**
* **Status Bar**

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

**Ans:- when we have to copy the reference from one cell to the other in order to avoid repetitive calculations relative cell reference is used. This can be done either by directly copying the formula of a cell or by dragging the fill handle to the desired cells.**