
Advance Excel

Assignment 1

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

Ans: A cell is a rectangular area formed by the **intersection** of a **column** and a **row**. Cells are identified by the **Cell Name** (or Reference, which is found by combining the Column Letter with the Row Number).

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

Ans: 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.

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

Ans: You can use the **Move or Copy Sheet** (right click on respective sheet – select Move or Copy Sheet) command to move or copy entire worksheets (also known as sheets), to other locations in the same or a different workbook. You can use the **Cut** and **Copy** commands to move or copy a portion of the data to other worksheets or workbooks.

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

Ans: **Ctrl + N** is used to open a new window document.

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

Ans: Excel has two main UI components: The Interface Components and the Workbook Components

Interface Components: The interface components of Excel include the Quick Access Toolbar, Ribbon, Name Box, Formula Quick Menu, Formula Bar, Status Bar, Worksheet View Options, Zoom Slider Control, and the Zoom Percentage Indicator.

Workbook Components: Workbook consists of multiple sheets. The term Worksheet used in Excel documents is a collection of cells organized in rows and columns

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

Ans: Relative references are especially convenient whenever you need to **repeat** the **same calculation** across multiple **rows** or **columns**.
