**Assignment 1**

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

Answer - A cell is the intersection where a row and a column meet on a spreadsheet that starts with cell A1.

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

Answer - Go to the Ribbon Menu and select Review > Protect Sheet. This will prompt for a password, setup a password and uncheck the select locked cells and select unlocked cells to restrict someone from copying a cell from your worksheet.

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

Answer - Right click on the worksheet tab that you want to move and select Move or Copy. Select the Create a copy checkbox. Under Before sheet, select where you want to place the copy and click OK.

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

Answer - Press Ctrl+N as a shortcut for opening a new window document.

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

Answers - After clicking on the blank sheet of an excel, we find the below things: -

Quick Access Tool bar

Menu Bar

Address Bar

Formula Bar

Column Labels

Row labels

Spreadsheets number

Worksheet Zoom options

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

Answer - Relative references are used when we need to repeat the same calculation across multiple rows or columns. For example, if you copy the formula **A1+B1** from row 1 to row 2, the formula will become**A2+B2 in row 2.**