**Advance Excel Assignment – 1**

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

**Ans: -** Cells in Excel sheet are rectangular boxes that make the grid of rows and columns in a spreadsheet. Each cell can contain text, numbers, formulas, or functions that perform calculations or manipulate data. They are identified by their unique cell address, which is a combination of the column letter and row number.

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

**Ans: -** To restrict someone from copying a cell from your worksheet is to protect the worksheet. For this, go to the Review tab in the Excel ribbon and click on Protect Sheet. In the Protect Sheet dialog box, you can select the options you want to restrict, such as selecting cells, formatting cells, or inserting/deleting rows and columns. You can also set a password to prevent unauthorized access to the protected sheet. Once the sheet is protected, users will not be able to copy cells or make changes to the protected areas without entering the password.

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

**Ans: -** To move or copy a worksheet into another workbook, follow these steps:

1. Open both the source workbook and the destination workbook.

2. In the source workbook, right-click on the worksheet tab and select Move or Copy.

3. In the Move or Copy dialog option, select the destination workbook from the drop-down list.

4. Choose whether you want to move or copy the worksheet by selecting the correct option.

5. If you are copying the worksheet, select the Create a copy checkbox.

6. Choose where you want to place the worksheet in the destination workbook by selecting a sheet from the Before sheet or After sheet drop-down lists.

7. Click OK to move or copy the worksheet to the destination workbook.

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

**Ans: -** Ctrl+N

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

**Ans: -** 1. The Excel ribbon.

2. The spreadsheet area.

3. The status bar.

4. The formula bar.

5. The Quick Access Toolbar.

6. The File tab.

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

**Ans: -** A relative cell reference in Excel is used when you want to refer to a cell's position relative to the cell that contains the formula. This means that if you copy the formula to another cell, the reference will change automatically based on its new position relative to the cell containing the formula.