**Advance Excel Assignment 1**

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

**ANS:** Cells are the boxes you see in the grid of an Excel worksheet, like this one. Each cell is identified on a worksheet by its reference, the column letter and row number that intersect at the cell's location.

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

**ANS:** Go to the Review tab and click the Protect Sheet button. In the Protect Sheet popup, check the Protect worksheet and contents of locked cells option and enter a password if needed. Click OK

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

**ANS:** Right click on the worksheet tab and select Move or Copy**.**Select the Create a copy checkbox.Under Before sheet, select where you want to place the copy.Select OK.

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

**ANS:** Ctrl+N is a shortcut key most often used to create a new document, window, workbook, or another type of file.

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

**ANS:** 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.

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

**ANS:** Relative reference is a type of cell reference in Excel. This reference changes when the formula is copied to any other cell or any other worksheet. Relative cell references are used whenever calculations need to be repeated.

