1. What do you mean by cells in an excel sheet? – A cell is a box at intersection of row and column in the excel.

2. How can you restrict someone from copying a cell from your worksheet? – Yes a cell lock option (Protect cell) is available in Excel

3. How to move or copy the worksheet into another workbook? – Right click on the worksheet tab click on move or copy. From the drop down select the workbook. If you want to copy click make a copy and then Ok or if you want to move then click Ok.

4. Which key is used as a shortcut for opening a new window document? – Ctrl+N

5. What are the things that we can notice after opening the Excel interface?- Title, Menu Bar, Formula Bar, Blank worksheet with cells, Column heading (A, B, C,…..), Row Numbers (1, 2, 3,4,…….),Worksheet name, Tabs, Navigation buttons

6. When to use a relative cell reference in excel?- When we want to perform a similar operation on multiple cells and the formula must change according to the relative address of column and row.