Assignment no 1 (excel)

Answers

1. the intersection of rows and column is known as a cell. It used for entering and storing data.
2. We can protect our sheet by following :

1 select the cells or sheet

2 click on review from menu bar

3 click on protect sheet

4 select the options from dropdown

5 set password

1. renter password
2. to move or copy sheet

right click on the sheet 1

select move or copy option from pop up

select the destination

click on ok.

1. We can use ctrl+ n’ for opening new document
2. Talking about the excel interface
3. We can see a fine and managed interface like , menu bar – which contains different options like data, review, formula, file home, help, insert .
4. Right click property window when we right click on mouse or say touch pad we can get a property window .
5. Quick access bar contains the quick formulas to function.
6. **Workbook:** It is the main file, which we can give name and store it in desired folder. All other objects are part of this workbook
7. **Worksheet:** It is a the space where we can enter our data and format. A workbook is a collection of worksheets
8. **Cell:** Cell is the part of the worksheet, where we enter the data, formulas.
9. **Range:** It is a collection of Cells in excel worksheet.
10. **Rows:** These are records (1,2,3,4) in excel worksheet.
11. **Columns:** These are Fields (A,B,) in excel worksheet.
12. Relative references are especially convenient whenever you need to **repeat** the same calculation across multiple rows or columns. It makes easy to put same formula into same but with different values.