

## Excel Assignment 1

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

Ans A cell is the intersection of a row and a column. Each cell has its own name - or cell address - based on its column and row.

	A	B	C	D
1				
2				
3				
4				

C3 cell.

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

Ans By default, when we protect a worksheet, all the cells on the worksheet are locked, and users cannot make any changes to a locked cell.

To set a password:

- 1) Go to "Review" tab and click on "Protect Sheet".
- 2) Excel opens the Protect Sheet dialog box. By default, Excel selects the Protect worksheet and contents of locked cells check boxes.
- 3) Select any of the check boxes as per our need and privacy.
- 4) Type the password in the 'Password to unprotect sheet' text box.
- 5) Click OK.
- 6) Excel opens the Confirm Password dialog box. Re-enter the password in the Re-enter password to Proceed text box and then click OK.
- 7) To remove worksheet protection, click the unprotect sheet button in the changes group on the Review tab.

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

Ans) ~~Move a works~~ Moving Sheet Between Workbooks

- 1) Click on the tab that has the sheet name on it.
- 2) Hold your mouse button down while you drag it over.
- 3) And then release it wherever you want it to go in the new

## Copying a sheet into a New Workbook

To create a copy, the process identical as moving a sheet except before releasing the mouse button in the new sheet it hold down the **Ctrl** key.

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

Ans Ctrl + N

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

Ans When you open Excel for the first time, the Excel Start screen will appear. From here, you'll be able to create a new workbook, choose a template, and access your recently edited workbooks.

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

Ans Relative cell reference are especially convenient whenever you need to repeat the same calculation across multiple rows or columns.