

Advance Excel Assignment 1

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

- In the Excel worksheet, a cell is a rectangular-shaped box.
- It is a small unit of the Excel spreadsheet.
- An Excel worksheet contains cells in rows and columns.
- Rows are labelled as numbers and columns as alphabets.
- It means the rows are identified by numbers and columns by alphabets.

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

- First, choose the data that want to protect.
- Click Ctrl + Shift + F(the format cells tab will open).
- Go to the Protection tab.
- Check Locked and click OK.
- Next, go to the Review tab and select Protect Sheet.
- Enter the password to protect the sheet.

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

- Just place workbooks side by side.
- Select the worksheet that want to transfer.
- Drag & drop.
- Then worksheet has been moved.
- If we want to copy (instead of move), press the Ctrl key at the same time. Otherwise, the data will be moved by default.

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

- 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?

- Quick Access Toolbar
- Ribbon
- Name Box
- Formula Quick Menu
- Formula Bar
- Status Bar
- Worksheet View Options
- Zoom Slider Control

- Zoom Percentage Indicator

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

- Relative references are used whenever we need to repeat the same calculation across multiple rows or columns. By using equal sign (=).