**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 (=).