

# EXCEL ASSIGNMENT 1

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

Ans: A cell is an intersection of row and column in an excel sheet. Each cell is identified in a worksheet by its reference, the column letter, and the row number that intersects at the cell's location. The active cell is the cell that receives the data or commands you give it. A darkened border, called the cell pointer, identifies it.

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

Ans: The option to protect a cell from a worksheet is called "protect sheet" and it can be found on the review tab. When the option is chosen, a popup with the option to "select locked cells" appears. By doing this, a user is prevented from copying a cell from our worksheet.

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

Ans: Right-click on the worksheet's name in the bottom tab and select the move/copy option. The user can choose the appropriate workbook from the "to book" option in a new window that displays, where the worksheet can be copied.

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: A blank excel worksheet is displayed consisting of cells. When we

open an excel workbook the cell in the upper left corner has a dark border around it, making it the active cell. By default 3 sheets will be opened in every workbook. The title bar displays the name of the application and the name of the worksheet. The toolbar consists of different tools such as home, insert, draw, page layout, Formulas, Data, Review, View, etc. All the excel operations are performed over here. And in the bottom of the sheet are the navigation buttons and the sheet tabs.

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

Ans: Relative cell references are utilized whenever a user needs to perform the same calculation over numerous rows and columns.