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

A cell is the intersection of a row and a column where we can enter data, formulas, or functions.

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

To prevent copying cells we can Lock the sheet. On the Review tab, click Protect Sheet, set a password, and uncheck Select locked cells. This stops users from selecting and copying those cells.

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

To move or copy we can use tab controls. Right click the worksheet tab then Move or Copy. then choose the target workbook (or “new book”), check Create a copy if desired, then click OK

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

Use ALT + W, then N on Windows to open a new window/view of the current workbook .

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

Open excel workbook and then we can see following things:-

* Ribbon with tabs like Home, Insert, and Review.
* Formula bar (displays/edit current cell’s contents).
* Sheets tabs along the bottom.
* Name box (shows the active cell reference).
* Status bar at the bottom (e.g., Page Layout, Zoom slider).
* Title bar (file name at the top) and scrollbars/navigation controls.

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

Use relative references (e.g., A1) when you want the cell references to adjust when copying a formula to another cell.

They’re perfect for patterns like summing rows or columns — for example, =SUM(A1:C1) copied down becomes =SUM(A2:C2), etc.