**Advance Excel Assignment 1**

1. **What do you mean by cells in an excel sheet?**
   1. A cell is the convergence of columns (A, B, C, D…) and rows (1, 2, 3, …) by giving cell address (A1, B2, C3, …)
2. **How can you restrict someone from copying a cell from your worksheet?**
   1. On the worksheet, select the cells you want to lock. Press Ctrl+ Shift+ F again. On the Protection tab, check the Locked box, and click OK.
   2. To protect the sheet, click Review Ribbon and then select Protect Sheet.
3. **How to move or copy the worksheet in another workbook?**
   1. To move the worksheet, select and drag the worksheet tab (which you want to move) and move where you want to.
   2. To copy the worksheet within the same workbook, Press and hold CTRL button, Select and drag the worksheet tab (which you want to copy and move) and copy the duplicate where you want to.
4. **Which key is used as shortcut for opening a new window document?**
   1. CTRL + O
5. **What are the things that we can notice after opening the Excel interface?**
   1. Title bar, menu bar, column and row headings, formula box, cells, sheet tab.
6. **When to use a relative cell reference in excel?**
   1. Relative cell references are used whenever calculations need to repeated.