

# Assignment 1

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

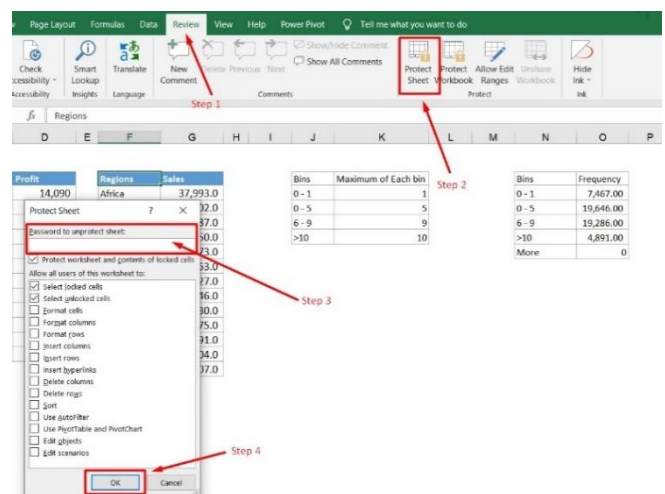
Sol<sup>n</sup>. Cell is building block, elementary entity of an excel sheet, it is made by the intersection of rows and column. Each cell is represented by Columns(1,2,3,4,.....1048576) its and Rows(A,B,C,D,.....,XFD) reference.

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

Sol<sup>n</sup>. By default we have an access to every cell in an excel workbook while sometime very much sensitive that we don't want them to be interfered or coping by any means, so for that excel has inbuild features which can protect the data from being interfered. This can be done by activating the "Protect sheet" option under the REVIEW ribbon.

Step involved:

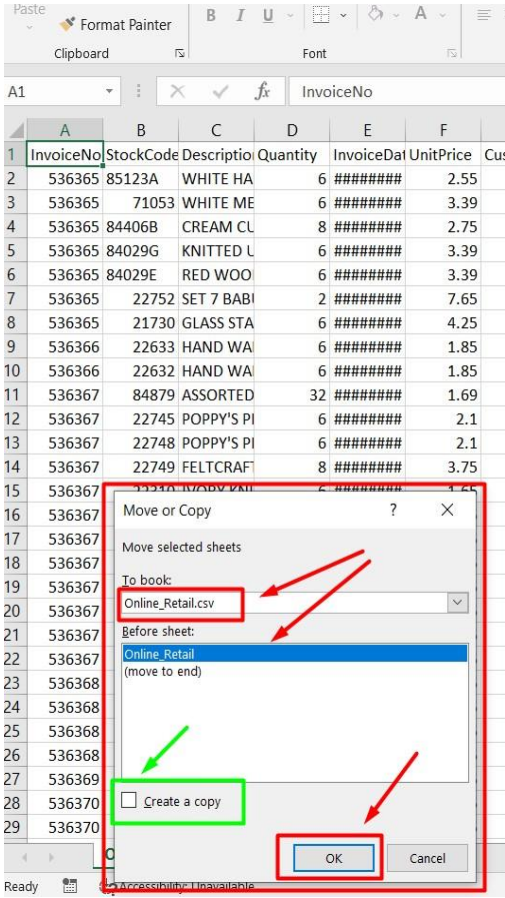

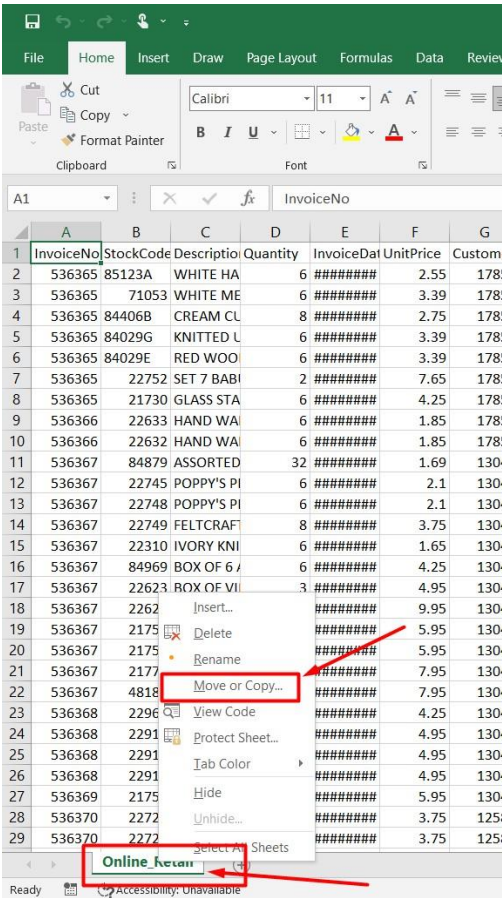
1. Go to the "REVIEW Ribbon.
2. Select the "Protect Sheet" Option.
3. One pop-up will be open where we have to specify the properties to be restricted. We may or may not provide password.
4. Select ok and your sheet is protected.



*Unlock procedure is bit like same and you will see unprotect sheet option in review ribbon when sheet is protected.*

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

Sol<sup>n</sup>. We have to right click on the sheet tab where a menu popup containing various options like insert, delete, rename and more in which we have to select the option "Move or copy" which opens up a prompt asking the data to be copied to new worksheet or current one and sheet position in the worksheet like before and after well replacing sheet can also be done by dragging it to the desired position.

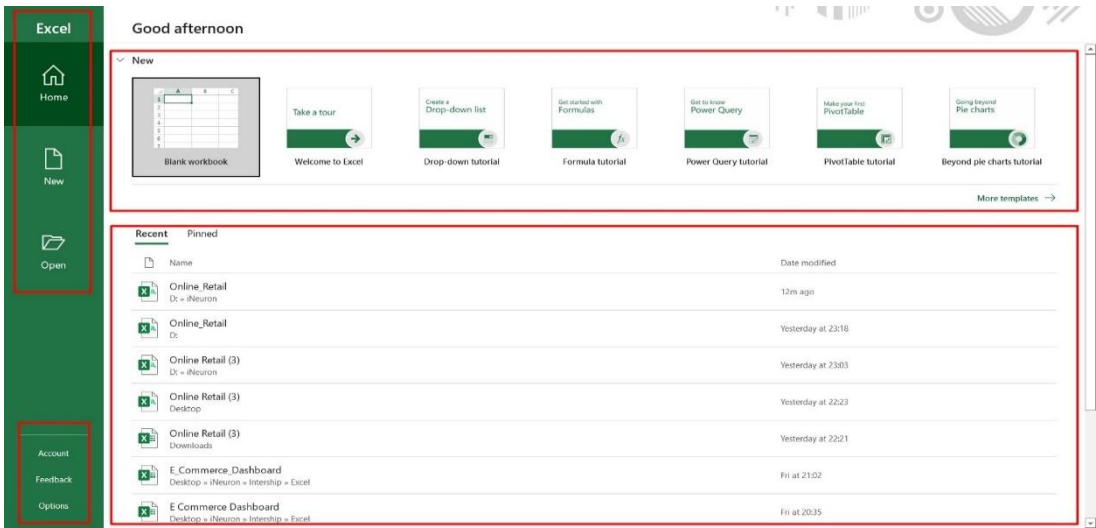


4. Which key is used as a shortcut for opening a new window document?

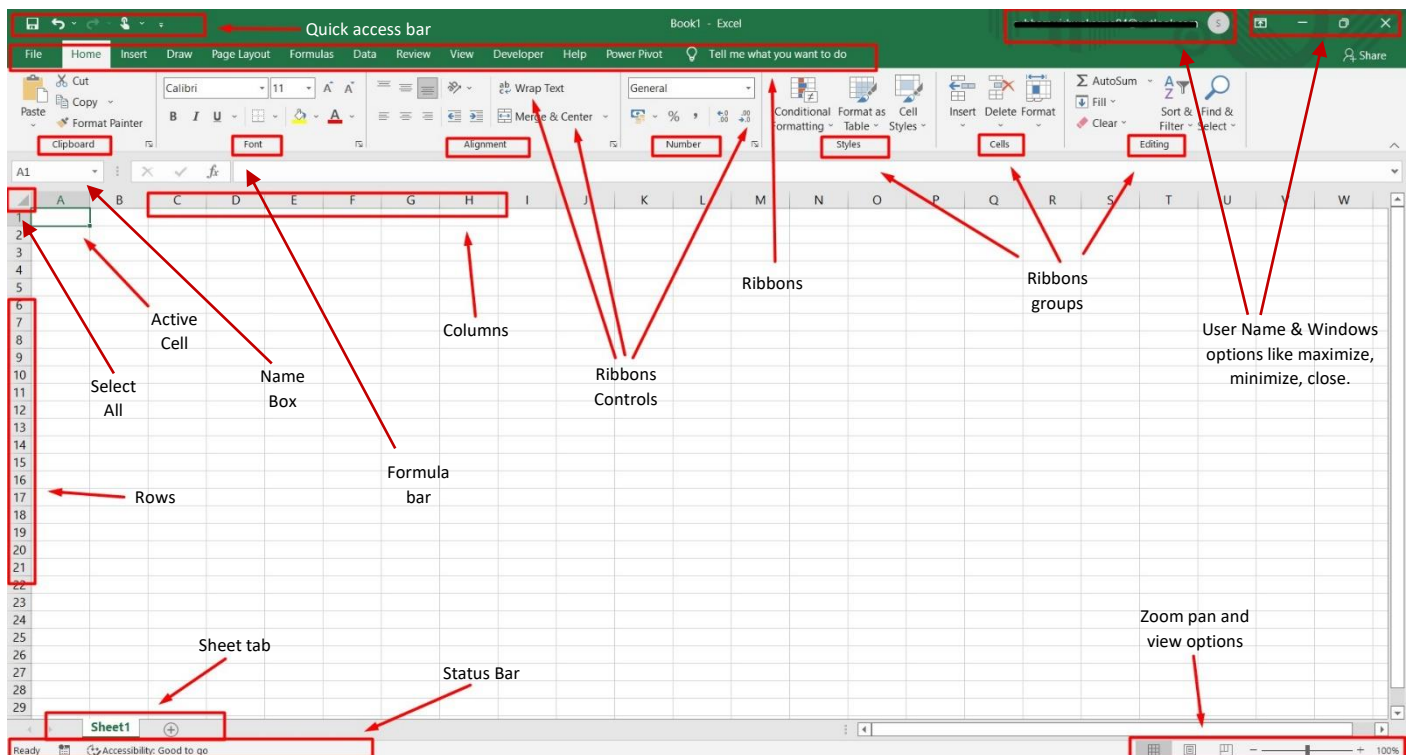
Sol<sup>n</sup>. Ctrl+N.

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

Sol<sup>n</sup>. We can see Home, Open, New options on Top Left of interface and below that we can find the various setting options. Apart from these we can see the last accessed file and quick tours (tutorials) and templates to choose from.



After opening the worksheet we can observe the below interface where we can see options like quick access bar, menu bar also known as ribbons, ribbon options and group, rows, column, formula bar, name box, sheet tab, status bar etc.,



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

Sol<sup>n</sup>. Relative cell reference is used when we have to dynamically change the cells address in calculation and while applying the formula.

For ex. If we want to apply formula in cell C1 as  $A1+B1$ , with drag down flash fill option, C2 get updated as  $A2+B2$  and the whole cell of C column gets updated as  $C(n)=A(n)+B(n)$

To restrict these changes, we have to use \$. Based on that there are three type of cell referencing:

Absolute: Represented by  $\$A\$1$

Relative: Represented by A1

Mixed: Represented by  $\$A1$  or  $A\$1$