**Q1. What do you mean by cells in an excel sheet?**

**Ans:** Cell is a rectangular box which occurs at the intersection of a vertical column and a horizontal row in excel worksheet.

**Q2. How can you restrict someone from copying a cell from your worksheet?**

**Ans:** Yes we can restrict copying cell by protecting cells in excel sheet

We need to follow these steps -

1. Right click on the cell and click on format cells.
2. Click on protection.
3. Ensure Locked is checked and click ok.
4. Use this key combination. Alt+P and then P again. This will give you the Protect Sheet pop up.
5. Remove the check from Select locked cells, type in a password and click ok. You will need to retype the password.

**Q3. How to move or copy the worksheet into another workbook?**

**Ans:**

**Method 1.** Copy Excel sheet by dragging : click on the sheet tab that you want to copy,

hold the Ctrl key and drag the tab where you want it

**Method 2.** Duplicate a sheet by right-clicking : Follow these steps -

1. Right click on the tab and select **Move or Copy** from the context menu. This will open the Move or Copy dialog box.
2. Under Before sheet, choose where you want to place the copy.
3. Put a tick in the **Create a copy** box.
4. Click OK.

**Ans:** If we want to open a new window in excel through Shortcut Key:

Here is the Key, CTRL + N

**Q5. What are the things that we can notice after opening the Excel interface?**

**Ans:** when we open a Excel Interface, it will open many tabs like: Title Bar, worksheet tab, Ribbon and many tools, which they help us to perform some analytical operations.

**Q6. When to use a relative cell reference in excel?**

**Ans:** When we want to repeat same formula with different cells that time we can use cell reference.