**Advance Excel Assignment 1**

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

A cell is a rectangular box that occurs at the intersection of vertical columns and horizontal rows in a worksheet. Vertical columns are named with alphabets values such as A, B, C and Horizontal rows ae named with numeric values such as 1,2, 3...

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

There are many ways to protect the protect the excel sheet from copy paste

1. Prevent the excel sheet from copy paste with review Tab:

* Review Tab > select the Protect sheet.
* Protect sheet window occurs. type the password and click OK to proceed.
* Re-enter the password to confirm.
* Now new message would pop up if you want to modify in current cell.

1. Lock the cells to secure an excel sheet from copy – paste:

* Select the cells to be locked.
* Right click mouse > format cells
* Format cells window appears and protection > locked.

1. Secure the workbook with password

* File > Info > Protect Workbook > Encrypt with Password
* Type the password and click OK.
* Re-enter the password.

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

Steps to move or copy the worksheet into another workbook.

1. Select and drag the worksheet tab where you want it with help of mouse.
2. In order to duplicate another copy of worksheet, Press and hold CTRL > Drag the worksheet tab where you want.
3. Right click on worksheet tab > select the move or copy > choose where you want the worksheet and select the create a copy.
4. **Which key is used as a shortcut for opening a new window document?**

In order to create a new blank document quickly, we use CTRL + N shortcut.

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

Quick Access Toolbar, Ribbon, Name Box, Formula Bar, Active Cell, Row Number, Column Number, Command bar, Title bar, select all Button, Status bar, Tab button, worksheet tab, add new sheet button, Page review button, Zoom Slider, Horizontal scroll bar and vertical scroll bar.

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

Relative reference is a type of cell reference in excel. This reference changes when the formula is copied to any other cell or any other worksheet. It is use whenever the calculations are needed to be repeated.