Advance Excel Assignment 1

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

Ans: In the Excel worksheet, a cell is a rectangular-shaped box. It is a small unit of the Excel spreadsheet. The location of a particular cell can be defined as a intersection of a Column letter and a Row number. For example, Coloumn C and Row 17, so cell is C17.

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

Ans: By setting a password which can be done by following process: Review > Protect sheet > Password

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

Ans: Home > Format > Move or Copy Sheet > Select the workbook you want to move the worksheet too > If you want to copy the worksheet then tick Create a copy option

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

Ans: Alt+W+N

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

Ans: After opening the Excel Interface, we can notice a blank worksheet with Numbered rows and Letters columns forming cells where we can enter the data. Aside from this, on top, we can observe a quick access bar having option to save, undo and redo.

Under the quick access bar we have menu bar which has various functions and options such as File, Home, Insert, Review etc.

Under the menu bar, we can notice a rectangular box on left known as Name box which specifies the cell selected for data entry and beside it we have the formula box where we can enter the data or formula.

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

Ans: Relative cell reference can be used when same formula or operation needs to be performed on multiple cells as this reference changes when the formula is copied to any other cell or any other worksheet.