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

A cell is an essential part of MS-Excel. It is an object of Excel worksheets. Whenever you open Excel, the Excel worksheet contains cells to store the information in them. You enter content and your data into these cells. Cells are the building blocks of the Excel worksheet.

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

By default, when you protect a worksheet, all the cells on the worksheet are locked, and users cannot make any changes to a locked cell.

To set a password to protect cells, follow the steps given below:

1) Go to REVIEW tab and click on "Protect Sheet" option.

2) Excel opens the Protect Sheet dialog box. By default, Excel selects the Protect Worksheet and Contents of Locked Cells check box.

3) Select any of the check boxes in the Allow All Users of This Worksheet To list box (such as Format Cells or Insert Columns) that you still want to be functional when the worksheet protection is operational.

The Select Locked Cells and Select Unlocked Cells check boxes are selected by default.

4) Type the password in the 'Password to unprotect Sheet' text box.

5) Click OK.

6) Excel opens the Confirm Password dialog box. Re-enter the password in the Reenter Password to Proceed text box and then click OK. Notice that if you try to edit a cell, Excel displays an error message.

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

Right click on the tab that you want to copy, and then click Move or Copy…

In the Move or Copy dialog box, do the following:

Under To book, choose the target file. To place a copy into a new workbook, select (new book).

Under Before sheet, specify where to put the copy.

Select the Create a copy box.

Click OK.

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

Ctrl+N

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

Quick Access Toolbar

Ribbon

Name Box

Formula Quick Menu

Formula Bar

Status Bar

Worksheet View Options

Zoom Slider Control

Zoom Percentage Indicator

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. Relative cell references are used whenever calculations need to be repeated.