Advance Excel Assignment 1 _solution

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

Ans:

- A cell is the smallest unit of an Excel sheet. It is the intersection point of a column and a row.
- Any Excel worksheet/spreadsheet consists of columns and rows. The intersection of columns and rows is known as cells in Excel.
- Generally, columns are expressed with alphabets and rows are in numbers.
- As a cell is a combination of column and row, so it is alpha-numeric.
- For ex: B4. Here, B is the column, and 4 is the row so cell=B4.

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

Ans: On the worksheet, select the cells you want to lock. Press Ctrl+Shift+F again. On the Protection tab, check the Locked box, and click OK.

- ➢ To protect the sheet, click Review > Protect Sheet.
- ➢ To lock copying a cell from worksheet:
- Lock the cells and protect the Excel worksheet with a password to stop others from copying from or pasting into the worksheet.
- To lock the cells, Select the cells > Right-click > Format cells > Protection > Mark the checkbox against the label Locked > Click OK.

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

Ans:

- You can use the Move or Copy Sheet command to move or copy entire worksheets (also known as sheets), to other locations in the same or a different workbook.
- You can use the Cut and Copy commands to move or copy a portion of the data to other worksheets or workbooks.

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

Ans:

1. We can view two or more sheets from the same workbook by using the New Window feature.
2. To make a new window, go to the View tab on the Ribbon and press the New Window button. This will create a new window for the active workbook.

3. The keyboard shortcut to open a new window is Alt + W + N.

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

Ans: **Interface Components** :

The interface components of Excel include the Quick Access Toolbar, Ribbon, Name Box, Formula Quick Menu, Formula Bar, Status Bar, Worksheet View Options, Zoom Slider Control, and the Zoom Percentage Indicator. Quick Access Toolbar.
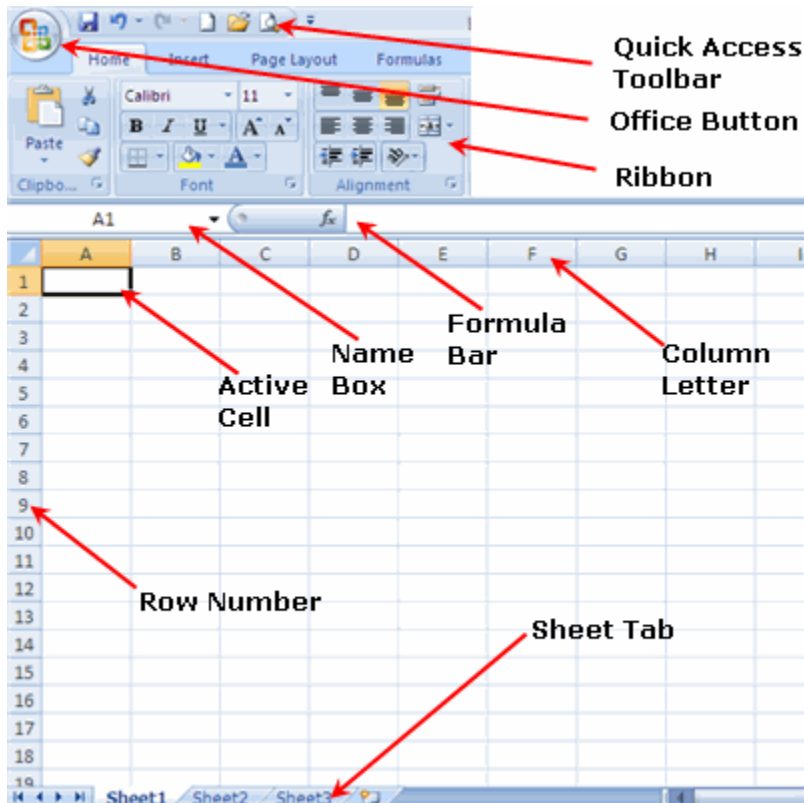
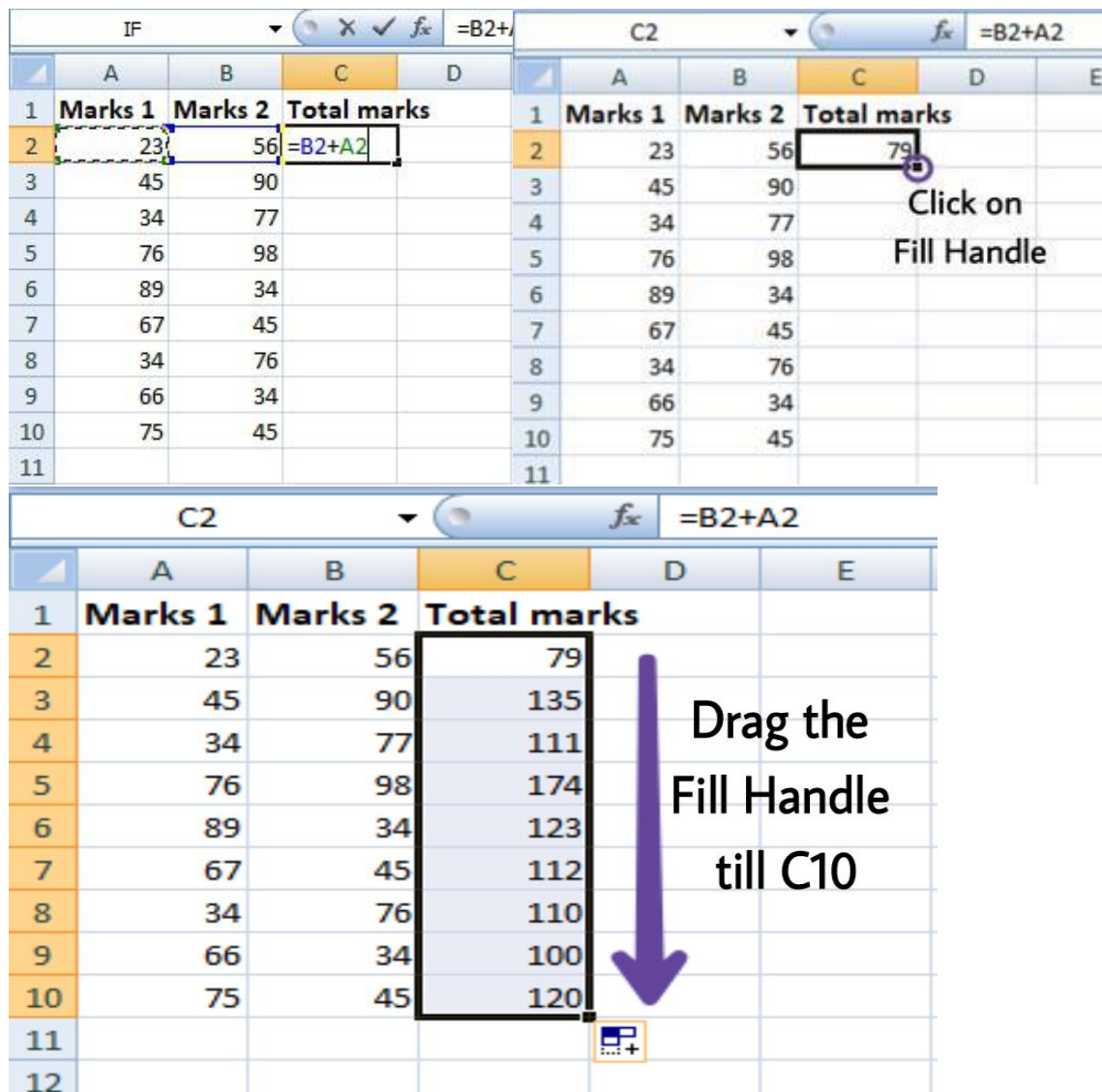**6. When to use a relative cell reference in excel?**

Ans:

Relative reference is the default cell reference in Excel. It is simply the combination of column name and row number without any dollar ($) sign.

When you copy the formula from one cell to another the relative cell address changes depending on the relative position of column and row. C1, D2, E4, etc are examples of relative cell references.

Relative references are used when we want to perform a similar operation on multiple cells and the formula must change according to the relative address of column and row.

For example, We want to add the marks of two subjects entered in column A and column B and display the result in column C.

Shown in given fig.

IF ▾ ✕ ✓ *fx* =B2+A | | **C2** ▾ | *fx* =B2+A2

	A	B	C	D
1	Marks 1	Marks 2	Total marks	
2	23	56	=B2+A2	
3	45	90		
4	34	77		
5	76	98		
6	89	34		
7	67	45		
8	34	76		
9	66	34		
10	75	45		
11				

	A	B	C	D	E
1	Marks 1	Marks 2	Total marks		
2	23	56	79		
3	45	90		Click on	
4	34	77		Fill Handle	
5	76	98			
6	89	34			
7	67	45			
8	34	76			
9	66	34			
10	75	45			
11					

C2 ▾ *fx* =B2+A2

	A	B	C	D	E
1	Marks 1	Marks 2	Total marks		
2	23	56	79		
3	45	90	135	Drag the	
4	34	77	111	Fill Handle	
5	76	98	174		
6	89	34	123		
7	67	45	112	till C10	
8	34	76	110		
9	66	34	100		
10	75	45	120		
11					
12					