**Advance Excel Assignment 1**

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

In an Excel sheet, cells refer to the rectangular boxes where we can enter or store data. Each cell is identified by a unique address, which is determined by the column letter and the row number it is located in. For example, the cell at the intersection of column B and row 3 would have the address B3.Cells can contain various types of data, such as numbers, text, formulas, and functions.

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

We can prevent someone from copying a cell from your worksheet by protecting the worksheet and locking the cells that we want to restrict access to. Here are the steps to do so:

1. Select the cells that you want to protect from copying.
2. Right-click on the selected cells and choose "Format Cells".
3. In the "Format Cells" dialog box, go to the "Protection" tab.
4. Check the box next to "Locked" and click "OK" to close the dialog box.
5. Go to the "Review" tab on the Excel ribbon and click on "Protect Sheet".
6. In the "Protect Sheet" dialog box, you can set a password to prevent unauthorized access. You can also choose which actions to allow users to perform on the protected sheet, such as selecting cells, formatting cells, and inserting rows or columns. To restrict copying cells, uncheck the "Select locked cells" option.
7. Click "OK" to apply the protection settings and close the dialog box.

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

To move or copy a worksheet into another workbook in Excel, you can use the "Move or Copy" feature. Here are the steps:

1. Open the workbook that contains the worksheet you want to move or copy.
2. Right-click on the worksheet tab and choose "Move or Copy" from the context menu.
3. In the "Move or Copy" dialog box, select the workbook you want to move or copy the worksheet to from the "To book" drop-down list.
4. To move the worksheet, select the "Move to end" option. To copy the worksheet, select the "Create a copy" option.
5. If you are copying the worksheet, you can choose where to place the copied worksheet within the destination workbook by selecting a sheet from the "Before sheet" list.
6. Click "OK" to move or copy the worksheet.

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

In Microsoft Word, the shortcut key to open a new window document is "Ctrl + N".

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

After opening the Excel interface, there are several things you may notice, depending on the version of Excel and your computer's settings. Here are some common elements you may see:

1. The Excel ribbon: This is a horizontal bar that appears at the top of the Excel window, containing several tabs that group related commands and functions.
2. The Quick Access Toolbar: This is a customizable toolbar that appears above or below the ribbon, containing shortcuts to commonly used commands.
3. The worksheet area: This is the main area of the Excel window, where you can create and edit your data in the form of rows and columns.
4. The column and row headers: These are the letters and numbers that appear along the top and left sides of the worksheet area, used to identify each column and row.
5. The status bar: This is a bar that appears at the bottom of the Excel window, displaying information about the current status of the workbook, such as the sum or average of selected cells.
6. The Formula Bar: This is a bar located above the worksheet area where you can view and edit the contents of a cell.
7. The Zoom slider: This is a slider located in the bottom-right corner of the Excel window, used to adjust the magnification of the worksheet area.

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

Relative cell references in Excel are used when you want to create a formula that can be applied to different cells, and the formula needs to adjust to the new location. Relative cell references are the default reference type in Excel, and they change relative to the position of the cell that contains the formula.