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|  | 1 | **What do you mean by cells in an excel sheet?** |  |
|  | **ANS** | Just as the human body is made up of many cells, in the same way the worksheet of an excel file is made up of many small cells. Columns are identified by letters (A, B, C), while rows are identified by numbers (1, 2, 3). A cell. Each cell has its own name—or cell address—based on its column and row. |  |
|  |  |  |  |
|  | 2 | **How can you restrict someone from copying a cell from your worksheet?** |  |
|  | **ANS** | Menu bar >Review > Protect sheet > Password |  |
|  |  |  |  |
|  | 3 | **How to move or copy the worksheet into another workbook?** |  |
|  | **ANS** | Press keyboard ctrl + mouse left button and glid mouse |  |
|  |  |  |  |
|  | 4 | **Which key is used as a shortcut for opening a new window document?** |  |
|  | **ANS** | press start button or monitor screen left side |  |
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|  | 5 | **What are the things that we can notice after opening the Excel interface?** |  |
|  | **ANS** | Title bar. The title bar displays both the name of the application and the name of the spreadsheet. |  |
|  |  | Menu bar. The menu bar displays all of the menus available for use in Excel XP. ... |  |
|  |  | Column headings. ... |  |
|  |  | Row headings. ... |  |
|  |  | Name box. ... |  |
|  |  | Formula bar. ... |  |
|  |  | Cell. ... |  |
|  |  | Navigation buttons and sheet tabs. |  |
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|  | 6 | **When to use a relative cell reference in excel?** |  |
|  | **ANS** | When we use any formula, then with reference to cell from one cell to another |  |
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