**Advance Excel Assignment 1**

**Q1.What do we mean by cells in an excel sheet?**

Ans:- In the context of an Excel sheet, "cells" refer to the individual rectangular boxes that make up the grid on the worksheet. Each cell is identified by a unique address, which is a combination of its column letter and row number. For example, cell A1 is in the first column and the first row, while cell B2 is in the second column and the second row.

**Q2. How can we restrict someone from copying a cell from your worksheet?**

Ans: In Excel, we can apply protection to cells or worksheets to restrict someone from copying the contents of a cell. Once the worksheet is protected, users will be able to view the contents of the protected cell(s) but won't be able to copy or modify them. If we set a password, they will need to enter the password to unprotect the sheet and gain full access. It's significant to keep in mind that if we protect a worksheet, by default, all cells are locked. However, locking cells has no effect until we protect the worksheet.

**Q3. How to move or copy the worksheet into another workbook?**

Ans: To move or copy a worksheet into another workbook in Excel, follow these steps:

## Open both the source workbook (the one containing the worksheet we want to move or copy) and the target workbook (where we want to move or copy the worksheet to).

## Activate the source workbook (the one containing the worksheet we want to move or copy).

## Right-click on the sheet tab of the worksheet we want to move or copy. This sheet tab is located at the bottom of the Excel window.

## From the context menu that appears, choose one of the following options:

## **To Move the worksheet:**

## Select "Move or Copy..."

## In the "Move or Copy" dialog box, choose the target workbook from the "To book" dropdown list. It will list all open workbooks.

## Optionally, we can choose the position within the target workbook where we want to move the worksheet to by selecting the desired sheet from the "Before sheet" dropdown list.

## Click "OK" to complete the move.

## **To Copy the worksheet:**

# Hold the Ctrl key on wer keyboard.

## Click on the sheet tab of the worksheet we want to copy and drag it to the target workbook.

## When we see a green "+" symbol next to the sheet tab in the target workbook, release the mouse button and the Ctrl key. The worksheet will be copied to the target workbook.

## **Save both workbooks to keep the changes.**

## Please note that if we move a worksheet to another workbook, it will be removed from the source workbook. If we copy a worksheet, it will be duplicated into the target workbook, leaving the original intact in the source workbook.

## Moving or copying worksheets between workbooks is a handy way to consolidate data or share specific information with others while keeping the original data separate.

**Q4. Which key is used as a shortcut for opening a new window document?**

Ans: Ctrl+ N

**Q5. What are the things that we can notice after opening the Excel interface?**

## Ans: After opening the Microsoft Excel interface, we'll notice several elements that make up the Excel window. Here are the main components we can observe:

## **1. Ribbon 2. Quick Access Toolbar 3. File Tab 4. Worksheet Area 5. Sheet Tabs, 6. Formula Bar 7. Status Bar 8. Zoom Control** 9. **Title Bar**

## These are the primary elements we'll notice upon opening the Excel interface.

**Q6. When to use a relative cell reference in excel?**

Ans: In Excel, we use a relative cell reference when we want to apply the same formula to multiple rows or columns of data, and we want the formula to adapt to the new location correctly. It saves time and effort as we don't have to manually adjust the cell references in the formula for each row or column.

## To create a relative cell reference in a formula, we simply type the cell reference without any dollar signs before the column letter or row number. For example:

## a) Relative column reference: A1, B1, C1, ...

## b) Relative row reference: A1, A2, A3, ...