

Advance Excel Assignment 1

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

Ans. Cells are the Intersection of the Column and Row.

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

Ans. Click on Review → Protect sheet → Enter password for unlocking → click ok, then the worksheet will be protected from copying by someone.

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

Ans. Step1: Click the sheet which you want to copy

Step2: On the Sheet tab, Right click on the sheet name which you want to copy

Step3: select Move or Copy sheet.

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

Ans. "Alt+W+N".

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

Ans. 1. Toolbar, Ribbon

2. Column headings

3. Row headings

4. Cells

5. Formula bar

6. Sheet tab

7. Navigation / Scrolling buttons for horizontal and vertical direction.

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

Ans. Whenever we need to repeat the same calculations across multiple rows and table