

Q1 : What do you mean by cells in an excel sheet?

Ans : the intersection of a column and a row is called a cell.

Q2 : How can you restrict someone from copying a cell from your worksheet?

Ans : you need to go into the Menu bar >Review > Protect sheet > Password. By entering a password, you can secure your worksheet from getting copied by others.

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

Ans : On the Edit menu, click Sheet > Move or Copy Sheet. On the To book menu, click the workbook that you want to copy the sheet to.

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

Ans : press Ctrl+N.

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

Ans : Quick access bar, Ribbons, Name box, Formula bar, Worksheet.

Q6 : When to use a relative cell reference in excel?

Ans : Relative references are especially convenient whenever you need to repeat the same calculation across multiple rows or columns.