Assignment 1

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

A cell is **the intersection of a row and a column**—in other words, where a row and column meet. Columns are identified by letters (A, B, C), while rows are identified by numbers (1, 2, 3).

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

In order to protect your worksheet from getting copied, you need to go into Menu bar >Review > Protect sheet > Password. By entering password, you can secure your worksheet from getting copied by others ( Locking cell has no effect until you protect the worksheet).

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

Click the sheet that you want to copy. **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. Tip: To create a new workbook that contains the moved sheet, click new book.

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

To quickly create a new blank file press **Ctrl+N**.

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

Microsoft Excel interface consists of many elements: **fields, rows, columns, command bars**, etc. There are elements that perform many different tasks, for example, the multifunctional Ribbon, which takes up most of the interface

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

Relative reference is a type of cell reference in Excel. This reference changes when the formula is copied to any other cell or any other worksheet. Relative references are especially convenient **whenever you need to repeat the same calculation across multiple rows or columns**.