**Advance Excel Assignment 1**

**Question 1: What do you mean by cells in an excel sheet?**

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| Answer 1: A cell in an Excel sheet refers to a single, rectangular box that makes up the grid of a worksheet. Cells are where we can input and store data, and can contain anything from simple text to complex mathematical formulas. Cells can be located by their row and column designations (e.g. "A1," "B2," "C3"). The contents of a cell can be edited, formatted, and manipulated in a variety of ways, making Excel a powerful tool for data analysis and presentation. |

**Question 2: How can you restrict someone from copying a cell from your worksheet?**

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| Answer 2: We can restrict someone from copying a cell from your worksheet by using cell protection or worksheet protection in Microsoft Excel.   * Select the cells you want to protect, right-click and select "Format Cells". * Go to the "Protection" tab, and check the "Locked" checkbox. * Go to the "Review" tab, select "Protect Sheet" and set a password if desired.   This will prevent others from making changes to the protected cells unless the password is entered. Note that if the worksheet is protected, the protected cells can still be copied to another worksheet within the same workbook. |

**Question 3: How to move or copy the worksheet into another workbook?**

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| Answer 3: In Microsoft Excel, we can move or copy a worksheet from one workbook to another by following these steps:   * Open both workbooks: the workbook that contains the worksheet we want to move or copy, and the workbook where we want to move or copy the worksheet. * Select the worksheet we want to move or copy in the first workbook. We can do this by clicking on the worksheet tab. * Right-click on the selected worksheet tab and choose "Move or Copy". * In the Move or Copy dialog box, select the workbook where we want to move or copy the worksheet. * Select "Create a copy" if we want to make a copy of the worksheet in the new workbook. If we want to move the worksheet, select "Move." * Click OK.   The worksheet will now be moved or copied to the second workbook.  How to copy a sheet in Excel or move to another workbook |

**Question 4: Which key is used as a shortcut for opening a new window document?**

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| Answer 4: The keyboard shortcut for opening a new window document (or to create a new blank file) in most programs is "Ctrl + N". |

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

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| Answer 5: After opening the Excel interface, you will typically see the following elements:   * Ribbon: The ribbon is the top part of the interface and contains different tabs, each with a set of commands and tools. * Worksheet: The worksheet is where you enter and manipulate data. It consists of a grid of cells arranged in columns (designated by letters) and rows (designated by numbers). * Formula Bar: The formula bar displays the contents of the active cell, as well as the formula or value that is stored in that cell. * Column Headings: The first row of the worksheet contains the column headings, which label each column and allow you to easily reference specific cells in your data. * Row Headings: The first column of the worksheet contains the row headings, which label each row and make it easier to organize and reference your data. * Sheet Tabs: At the bottom of the interface, you will see the sheet tabs, which allow you to switch between different worksheets within the same workbook. * Quick Access Toolbar: The Quick Access Toolbar is a customizable toolbar that displays frequently used commands.   See below picture:  Basic Control and Parts of Excel Window – Office Tutorial |

**Question 6: When to use a relative cell reference in excel?**

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| Answer 6: A relative cell reference in Excel is used when we want to refer to a cell that is relative to the current cell. For example, if we are in cell A1 and we want to refer to the cell below it (A2), we would use a relative reference. This is useful when we want to create a formula that can be easily copied and applied to other cells, because the relative reference will adjust based on the new location of the formula. If we want the reference to always point to the same cell, regardless of where the formula is copied, wew should use an absolute cell reference. |