

# **ASSIGNMENT 1**

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

Ans. =>

A cell is a rectangular area formed by the intersection of a column and a row.

Cells are identified by the Cell Name (or Reference, which is found by combining the Column Letter with the Row Number. For example, the cell in Column "C" in Row "3" would be cell C3.

Que2. How can you restrict someone from copying a cell from your worksheet?

Ans. =>

In order to protect your worksheet from getting copied, we need to go into Menu bar>Review>Protect sheet >Password. By entering Password, we can secure our worksheet from getting copied by others.

Que3. 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 we want to copy the sheet to.

If we want to create new workbook that contains the moved sheet, click new book.

In the Before sheet box, click the sheet that we want to insert the copied sheet before, or click move end.

Que4. Which key is used as a shortcut for opening a new window document?

Ans. =>

Ctrl + N key is used as a shortcut for opening a new window document.

Que5. What are the things that we can notice after opening the Excel interface?

Ans. =>

The Excel Starter start up screen appears, and a blank spreadsheet is displayed. In Excel Starter, a spreadsheet is called a worksheet, and worksheets are stored in a file called a workbook. Workbooks can have one or more worksheets in them

Que6. When to use a relative cell reference in excel?

Ans. =>

Relative cell references are basic cell references that adjust and change when copied or when using AutoFill.

Example: =SUM (B5:B8), as shown below, changes to =SUM (C5:C8) when copied across to the next cell.

Situations arise in which the cell reference must remain the same when copied or when using AutoFill.

