

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

Ans:- A cell is a rectangular shaped box and it is the small unit of the excel sheet that contain a value.

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

Ans:- By applying protect view that contain a password.

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

Ans:- Go to the top left corner of the current worksheet that you want to move or copy then right click then do copy and paste the same into your desired worksheet.

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

Ans:- Ctrl+N

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

Ans:- QAT, Ribbon (File, Home, Insert, Page Layout, Formulas, Data, Review, View, Help), current working sheet name on the bottom, zoom in & zoom out.

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

Ans:- for copy the same formula from one cell and apply to another one for calculation.