**Advance Excel Assignment 1**

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

Ans:- Cell in excel sheet is a place or box where we can store the data in an organized way, Every cell has a unique address a column name, and a row number in excel. The cell helps to maintain the records and we can also format, edit and use and reference the cell for any task.

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

Ans:- It is possible to protect value from being copied from the cell, For that steps are mention below,

1. Select the sheet and go to Review tab in the ribbon and click on the protect sheet function
2. Then we have to set password for unprotect the sheet, and also, we have to uncheck the 2 options mention below “Allow all users of this worksheet to:”

* Select looked cells
* Select unlooked cells

1. Then click “OK” And another window will pop were we have to Re-enter the password and select “OK”

This is the way we can protect value from being copied from the cell.

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

Ans:- Steps for move or copy the worksheet into another workbook are mention below,

1. Right click on the worksheet name which you want to move or copy to another workbook and select the “Move and copy” option form the menu.
2. You will see box with list of sheets in from active workbook
3. Select the sheet you want and check the create a copy option and click ok.

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

Ans:- For opening an new document in excel or word we use “Ctrl+N” shortcut.

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

Ans:- As soon as we open the excel infrastructure we see multiple ribbons and tabs with different options

1. Ribbon start button: - This option help to create new documents, save files and accessing the option for customizing Excel.
2. Ribbon tabs: - We have different tabs Like Home, Insert, Formula, Data, Review, View Tabs which helps in data processing and formatting.
3. Worksheet: - Just below the Ribbon we have cells which helps to record all the data and analyses.

These are the main interface of excel we see when we open an excel file.

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

Ans:- We can use relative cell references while working with dynamic ranges. If the range you want to use changes by dragging the formula in multiple cells, you can just change the relative cell reference.

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