

Assignment - 1

Q-1) Cell

Ans: A cell is intersection of a row and a column.
Denoted by Letter (column) followed by number (Row)

Ex: A1, E2, D6

Q-2) Restrict someone from copying worksheet

Ans: To restrict we need to go

[Menu bar] > [Review] > [Protect sheet] > [password]

Q-3) Copy / Move worksheet to another workbook

Ans: We can copy / move sheet as follows,

— select sheet that we want to copy / move

— [Edit Menu] \Rightarrow click [sheet] \Rightarrow [move / copy] sheet

↓
[Click the workbook]
that we want to copy / move

Q-4) New window document

Ans: [Ctrl + N]

Q-5) Things that we can notice

Ans: We can notice no. of rows, columns, formatting of Data, Data type

Q-6) Relative Cell Reference

Ans: whenever calculations need to be repeated