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| 1)  Ans: | What do you mean by cells in an excel sheet?  A Cell is intersection of Row and Column. Denoted by Letter (Column) followed by Number (Row).  Ex: A4, E5, H4 etc. |
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| 2)  Ans: | How can you restrict someone from copying a cell from your worksheet?  We need to Turn on Protection by following the below steps.  Menu bar > Review > Protect sheet > Password |
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| 3)  Ans: | How to move or copy the worksheet into another workbook?  Select sheet that we want to Copy/Move and follow below steps.  Edit menu > click on sheet > click on Copy/Move sheet > select destination Workbook. |
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| 4)  Ans: | Which key is used as a shortcut for opening a new window document?  Ctrl + N |
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| 5)  Ans: | What are the things that we can notice after opening the Excel interface?  Blank cells, Menu bar, Various buttons at the top  If document is having data we can notice number of Rows, Columns, Column Headers, Data types, etc. |
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| 6)  Ans: | When to use a relative cell reference in excel?  Whenever calculations need to be repeated |