
Advance Excel Assignment 1

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

Ans:- Cell is a rectangular box occurring at the intersection of a vertical column and a horizontal row in excel worksheet. Vertical columns are the ones that are numbered with alphabetic values such as A, B, C, D..... Horizontal rows the ones those are numbered with numeric values such as 1, 2, 3, 4, 5....

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

Ans:-

Here's how to do it:

1. Select the cell or cells that you want to protect.
2. Right-click on the selection and choose "Format Cells."
3. In the Format Cells dialog box, go to the Protection tab and check the box next to "Locked".
4. Click OK to close the dialog box.
5. Now go to the Review tab in the review and click on "Protect Sheet."
6. In the Protect Sheet dialog box, select the options that you want to allow users to do. For example, you may want to allow users to select cells, but not to edit or copy them.
7. Set a password if desired.
8. Click OK to close the dialog box.

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

Ans:- To move or copy a worksheet to another workbook in Microsoft Excel, follow these steps:

1. Open the workbook that contains the worksheet you want to move or copy.
2. Right-click on the sheet tab at the bottom of the screen and select "Move or Copy."
3. In the Move or Copy dialog box, select the workbook where you want to move or copy the worksheet to from the "To book" dropdown list.
4. If you want to move the worksheet, select the "Move to end" checkbox. If you want to copy the worksheet, leave this checkbox unchecked.
5. Select the sheet you want to move or copy from the "Sheet" list.
6. If you are copying the worksheet, you can choose to create a copy before or after an existing sheet by selecting the appropriate radio button under "Before sheet" or "After sheet."
7. Click OK to move or copy the worksheet to the selected workbook.

If you are copying the worksheet to a new workbook, Excel will automatically create a new workbook with the copied worksheet. If you are moving the worksheet to a new workbook, Excel will remove the worksheet from the original workbook and add it to the new workbook

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

Ans:- The keyboard shortcut to open a new Microsoft Word document window is "Ctrl+N" (hold down the Ctrl key and press the N key) on Windows and "Command+N" (hold down the Command key and press the N key) on Mac. This will create a new, blank document window for you to start working on.

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

Ans: - After opening the Excel interface, you will notice several elements that make up the user interface. These include:

1. Ribbon: A set of tabs and commands that provide access to various features and functions in Excel.
2. Quick Access Toolbar: A customizable toolbar that provides quick access to commonly used commands.
3. Worksheet: A grid of cells where you can enter and manipulate data.
4. Columns and Rows: Columns run vertically and are identified by letters (A, B, C, etc.), while rows run horizontally and are identified by numbers (1, 2, 3, etc.).
5. Formula Bar: A bar located above the worksheet that displays the contents of the active cell and allows you to enter or edit cell contents.
6. Status Bar: A bar located at the bottom of the Excel window that displays information about the current status of the worksheet, such as the sum, average, and count of selected cells.
7. Zoom Control: A slider located in the bottom right corner of the Excel window that allows you to zoom in and out of the worksheet.
8. Scroll Bars: Horizontal and vertical bars located along the bottom and right side of the worksheet that allow you to scroll through the worksheet.
9. Sheet Tabs: Tabs located at the bottom of the Excel window that allow you to switch between different worksheets in the same workbook.
10. File Menu: A menu located in the top left corner of the Excel window that allows you to open, save, and print workbooks, as well as access various Excel options and settings.

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

Ans:- In Excel, a relative cell reference is used when you want a formula or function to refer to a cell in relation to its current location. A relative cell reference is denoted by using only the cell address (e.g., A1) in a formula or function.

You would typically use a relative cell reference when you want to copy a formula or function to another cell and have the cell references automatically adjust based on the new location. For example, if you have a formula that adds two cells together (e.g. =A1+B1), you can copy the formula to another cell and the formula will adjust to

add the two cells next to the new location (e.g. if you copy the formula to C1, it will become =B1+C1).

Relative cell references are most commonly used when you are performing calculations across a range of cells or data in a worksheet, and want the formula to adjust dynamically as it is copied or dragged to other cells. They are very useful for quickly applying a formula or function to a large set of data without having to manually update each reference in the formula.

