1. A cell is the fundamental unit of a worksheet into which you can enter data and cell is represented by a single column and row intersection on a worksheet. For example, the cell located at column "B" and row "3" would be referred to as cell B3.
2. We can restrict someone from copying a cell from your worksheet by using password protection or by hiding the cells that we do not want to be copied.
3. We can move or copy a worksheet to another workbook by using one of the following methods:

* Drag and Drop
* Using the Move or Copy Sheet Command
* Using Cut and Paste

1. Ctrl + N
2. Several key elements of the user interface:

* Home, Insert, Page Layout, Formulas, Data, Review, and View.
* Quick Access Toolbar
* Worksheet Tabs
* Formula Bar
* Columns and Rows

1. A relative cell reference is a type of cell reference that adjusts automatically when you copy or move a formula to a new location.