**Advance Excel Assignment 1**

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

**Answer**- Cells are rectangular blocks in excel sheet where we can type in information which can be used for analysis.

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

**Answer**- To restrict someone from copying the cells we go to Menu bar > Review > Protect sheet > Enter password and remove all permission and click OK. Now nothing on the excel sheet can be selected or copied.

1. How to move or copy the worksheet into another workbook?  
     
   **Answer**- At the bottom of the excel sheet we may see the make of the sheet we are on. Right click on the sheet name and select Move or Copy option, a pop up will appear, from the drop-down menu select the excel workbook where you want the sheet to be copied or select new book to copy it to a new workbook.
2. Which key is used as a shortcut for opening a new window document?  
     
   **Answer-** Ctrl + N
3. What are the things that we can notice after opening the Excel interface?  
     
   **Answer-** Title bar, Menu bar, Column headings, Row headings, Name box, Formula bar, Cell, Navigation buttons and sheet tabs.
4. When to use a relative cell reference in excel?  
     
   **Answer-** We use relative cell reference when we want to make sure that when we autofill a formula for a number of cells, the answer we get are corresponding to the adjacent cells.