**Assignment 1**

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

Cell is intersection of row and column. As column is indicated by letters and rows are indicated by numbers. In the cells we can enter data along with we can perform mathematical operations to get value in that cell.

Cells are of three types relative, absolute, and mixed cells

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

Select whole data in sheet Press ( Ctrl + Shift + F ) click on protection then click on

Locked checkbox and click on Ok button. Then on menu bar Go to review then

Protect Sheet, Enter password then re-enter Password and Click on Ok button.

1. **How to move or copy the worksheet into another workbook**

Select worksheet and press right click select option Move/Copy. Move/Copy pop up is displayed then click on create copy checkbox. Select workbook where worksheet need to be copy and press Ok button.

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

Ctrl + N

1. **What are the things that we can notice after opening the Excel interface**

Name of the workbook as Book1, Ribbon tab, Selected Cell and its name box, Sheet number, Ribbon tab, Columns, Rows, Formula bar, Command bar, Zoom slider, Page view, Status bar.

1. **When to use a relative cell reference in excel?**

When you have to relate two cell. For example. When you want to perform any mathematical operation on those two cell and output will be in third cell. In that case we use relative cell.