Advance Excel
Assignment 1

1. What do you mean by cells in an excel sheet?
Ans=> Cell is a blank space in the Excel sheet used to accept any kind of data from the user.

2. How can you restrict someone from copying a cell from your worksheet?
Ans => **a) Protect the worksheet:**
1. Select the cells that you want to protect, Right click and choose "Format Cells".
2. In Format Cells dialog box, go to the "Protection" tab and uncheck the "Locked" option. This step ensures that the cells are not locked when the sheet is protected.
b) Protect the Worksheet:
1. go to the "Review" tab on the Excel ribbon.
2. click on the "Protect Sheet" in the "Changes" group.
3. Select the options you want to allow the users to perform while the sheet is protected, "Select locked cells" option to prevent users from selecting and copying the locked cells.
4. click "Ok" to finish the protection process.

3. How to move or copy the worksheet into another workbook?
Ans =>1. Open the worksheet you want copy,
2. then Right-click at the bottom of the Excel Window, choose Copy or Move,
3. select the worksheet you want to copy your worksheet to,
4. choose the location you want to copy the worksheet.
5."Create a copy" checkbox if you want to keep a copy of the sheet in the original workbook.

4. Which key is used as a shortcut for opening a new window document?
Ans => Ctrl + N key is used to open a new, blank Excel workbook. If you want to open a new window within the existing Excel application, you can use Ctrl + N to create a new workbook window.

5. What are the things that we can notice after opening the Excel interface?
Ans =>
1. **Ribbon:** It contains common tabs "Home", "Insert", "Page Layout", "Formulas", "Review", etc.
2. **Worksheet:** It contains worksheet grid which consists of columns(A, B, C,….) and rows(1, 2, 3, …)
3. **Tabs and Sheets:** at the bottom of the worksheet, by default there is one

sheet named "Sheet1". You can add a new worksheet by clicking on the "+" sign next to it.

4. Formula Bar: just above the worksheet there is a formula bar that displays the content of the selected cells, also allows you to view or edit cell contents.

5. Quick Access Toolbar: This toolbar is above the Ribbon and contains frequently used commands.

6.Status Bar: This is at the bottom of the Excel Window, it contains information about the current view and also contains various buttons for toggling features.

6. **When to use a relative cell reference in excel?**
   Ans =>
1. Relative references are automatically adjusted when you copy a formula to another cell.
2. When you want the same calculations to be applied to different cells in a relative manner.