SOLUTIONS TO EXCEL ASSIGNMENT-1

1. A cell is a rectangular area formed by the intersection of a column and a row. Cells are identified by the Cell Name (or Reference, which is found by combining the Column Letter with the Row Number. For example the cell in Column "B" in Row "9" would be cell B9.

2. To restrict someone copying a cell from worksheet follow the given steps:
   a. Right Click the required cell, then select format cells.
   b. Click on protection tab.
   c. Make sure the locked checkbox is checked. Click OK.
   d. Go to review tab and select protect sheet.
   e. Make sure the protect worksheet & contents of the locked shells is checked.
   f. Click OK.

3. To copy or move a worksheet to a new book:
   a. Right Click on the worksheet to copy.
   b. On move selected sheets to book, select new workbook.
   c. Check the create a copy checkbox if we want to copy otherwise it will move from current workbook to new workbook
   d. Click OK.

4. CTRL+N.

5. Excel interface consist of rectangular grid of rows and columns. By default, there are three worksheets shown on a new excel workbook in worksheet tab. Apart from this Title Bar, Ribbon Tabs etc are shown on excel interface.

6. When the same formula needs to be applied to adjacent cells depending upon the referred cells on formula is also symmetrically adjacent cells, we use relative cell reference in excel.