

# Advance Excel Assignment 1

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

**Solution:** In an Excel sheet, a cell is a rectangular box where data, text, or formulas can be entered. Each cell is identified by a unique reference that combines the column letter and row number, such as A1 or B3.

Cells are the basic building blocks of an Excel sheet, and they can be used to store a wide range of information, such as numbers, text, dates, and formulas. Cells can also be formatted to control how the information is displayed, such as the font size, color, and alignment.

Cells can be edited by clicking on them and typing in new information, or by using the formula bar at the top of the screen to enter formulas or functions. Cells can also be selected and manipulated using a variety of keyboard shortcuts and mouse actions, such as copying, pasting, and dragging and dropping.

Cells in an Excel sheet can be used for a wide range of tasks, such as creating lists, performing calculations, and generating charts and graphs. By organizing data into cells, users can quickly and easily analyze and manipulate large sets of information, and create powerful reports and visualizations.

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

**Solution:** There are a few ways to restrict someone from copying a cell from your worksheet:

- 1) **Protect the Worksheet:** You can protect the worksheet by going to the "Review" tab and clicking on "Protect Sheet". This will open up a dialog box where you can specify which actions are allowed on the sheet. You can uncheck the "Select locked cells" option to prevent users from selecting and copying cells that are locked.
- 2) **Lock the Cell:** You can also lock the cell that you want to protect by right-clicking on it, selecting "Format Cells", and then clicking on the "Protection" tab. Check the "Locked" option and then protect the sheet as described above.
- 3) **Use Data Validation:** You can use data validation to restrict the type of data that can be entered into a cell. For example, you can set a rule that only allows numbers to be entered. This won't prevent someone from copying the cell, but it will prevent them from pasting the copied data into a different cell.
- 4) **Use a Macro:** If you're comfortable with VBA, you can create a macro that disables copying and pasting in the worksheet. However, this can be a more complicated solution and may not be necessary for most cases.

## 3. How to move or copy the worksheet into another workbook?

**Solution:** To move or copy a worksheet into another workbook, you can follow these steps:

- 1) Open both the source workbook (the workbook that contains the worksheet you want to move or copy) and the target workbook (the workbook you want to move or copy the worksheet to).
- 2) In the source workbook, right-click on the sheet tab of the worksheet you want to move or copy and select "Move or Copy".

- 3) In the "Move or Copy" dialog box, select the target workbook from the "To book" dropdown list.
- 4) Choose whether you want to move or copy the worksheet, and where you want to place it in the target workbook (before or after a specific worksheet).
- 5) If you are copying the worksheet, you can choose to create a copy in the target workbook or to link to the original worksheet in the source workbook.
- 6) Click "OK" to complete the move or copy process.

Note: If the target workbook is not open, you can use the "Browse" button in the "Move or Copy" dialog box to navigate to the target workbook and select it. Also, any formulas or links in the worksheet will be updated to reflect the new workbook location.

#### 4. Which key is used as a shortcut for opening a new window document?

**Solution:** The key used as a shortcut for opening a new window document can vary depending on the software or application being used.

In Microsoft Word, the shortcut key to open a new document window is "Ctrl + N" on Windows and "Command + N" on a Mac.

In Google Docs, the shortcut key to open a new document window is "Ctrl + Shift + N" on Windows and "Command + Shift + N" on a Mac.

In Apple Pages, the shortcut key to open a new document window is "Command + N".

It's always a good idea to check the software or application's help documentation or keyboard shortcuts list to confirm the exact shortcut key to use.

#### 5. What are the things that we can notice after opening the Excel interface?

**Solution:** After opening the Excel interface, here are a few things you can notice:

- 1) **Ribbon:** The Ribbon is the horizontal strip at the top of the Excel window. It contains a series of tabs, such as "Home", "Insert", "Page Layout", "Formulas", "Data", "Review", and "View". Each tab contains groups of related commands that you can use to perform various tasks in Excel.
- 2) **Worksheet:** The Worksheet is the rectangular grid of cells that appears in the center of the Excel window. By default, a new workbook contains three worksheets, each with 1,048,576 rows and 16,384 columns.
- 3) **Formula Bar:** The Formula Bar is the white bar above the worksheet grid. It displays the contents of the active cell, including any text, numbers, or formulas that you enter.
- 4) **Name Box:** The Name Box is located to the left of the Formula Bar. It displays the cell reference of the active cell, such as "A1" or "B12".
- 5) **Quick Access Toolbar:** The Quick Access Toolbar is a small toolbar located above the Ribbon. It contains a set of frequently used commands, such as "Save", "Undo", "Redo", and "Print".

- 6) **Status Bar:** The Status Bar is located at the bottom of the Excel window. It displays information about the current state of Excel, such as the current cell mode (such as Edit mode or Enter mode), the current page number, and the current view (such as Normal or Page Layout view).

Overall, these elements make up the Excel interface and provide the tools and functionality you need to create and work with worksheets and data in Excel.

## 6. When to use a relative cell reference in excel?

**Solution:** In Excel, you would use a relative cell reference when you want to use the same formula or function across multiple cells, but you want the references to change based on the location of the formula.

For example, let's say you have a formula in cell B1 that multiplies the value in cell A1 by 2:

=A1\*2

If you copy and paste this formula into cell B2, the formula will update to reference cell A2:

=A2\*2

This is because Excel uses relative cell references by default. When you copy a formula, Excel adjusts the cell references based on the relative position of the formula and the new location of the formula.

Relative cell references are useful when you have a pattern of data or calculations that you want to apply across multiple rows or columns. By using relative cell references, you can create a formula or function once and then copy it to other cells, and Excel will automatically adjust the references to match the new location.

However, if you want to keep a specific reference constant and prevent it from changing when you copy the formula, you can use an absolute or mixed cell reference.