

ADVANCE EXCEL ASSIGNMENT – I

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

Ans. A rectangular area formed by the intersection of row and column used to enter the text in Excel Sheet.

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

Ans. In order to protect the copying a cell from worksheet protect the worksheet with password to set the password. Go to Menu bar → Review → Protect Sheet → Password and set the Password.

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

Ans. Click on the sheet want to copy to the other workbook. In Edit menu, click Sheet (right click on the sheet name) → Move or Copy Sheet. Then, select the required operation to Move or Copy the worksheet.

Copy Sheet: Select the Create a Copy checkbox. This creates a copy of the selected worksheet.

Move Sheet: Select the worksheet tab, drag it to wherever needed within the workbook.

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

Ans. **Ctrl + N**: Open a new browser window.

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

Ans. The Excel Startup screen appears, blank spreadsheet is displayed. That spreadsheet is called worksheet. Worksheet is where we enter, edit, read, observe the data and perform operations on the data in the worksheet. Multiple worksheets are stored in file called workbook. On top appears a ribbon with set of tabs namely File, Home, Insert, Page Layout, Formulas, Data, Review, View, Help. Each tab has specific options that are necessary to perform operations on the data.

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

Ans. Relative references are convenient whenever you need to repeat the same calculation across multiple rows and columns.