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

**Answer:** Cell is the smallest unit of the excel spreadsheet. There are around 17 billion cells in an excel worksheet, which are formed by the intersection of a column and a row. Cells are identified by cell name which is found by combining the column letter with the row numbers. For example, the cell in column “A” in Row “1” would be cell A1

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

**Answer:** By protecting our sheet with a password. For this we need to Right click on the sheet name then select protect sheet. Then a dialog box will open to set a security password. After we set it every time someone want to copy, cut or paste or open the worksheet the need to enter the password.

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

**Answer:** **For copying** Open the desired workbooks, Select the sheets which you want to copy from one workbook to another Right click and select move & copy Select create a copy Choose the workbook where you want to copy those sheets Then Click on OK

**For moving** Open the desired workbooks Select the sheets which you want to move from one workbook to another Right click and select move & copy Select move to end Choose the workbook where you want to copy those sheets Then Click on OK

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

**Answer:** Ctrl + N

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

**Answer:** When we open Excel, we can notice a lots of things. Some of them are quick excess tool bar, menu bar which contains all the tabs, Ribbon, Name box, Formula bar, column headings, Row headings, Navigation buttons and Sheet tabs etc

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

**Answer:** Whenever you need to repeat the same calculation across multiple rows and columns, we use relative cell reference.