

FSDA EXCEL ASSIGNMENTS

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

A cell is an essential part of MS-Excel. It is an object of Excel worksheets. Whenever you open Excel, the Excel worksheet contains cells to store the information in them. You enter content and your data into these cells. Cells are the building blocks of the Excel worksheet. So, you should know every single point about it.

In the Excel worksheet, a cell is a rectangular-shaped box. It is a small unit of the Excel spreadsheet. There are around 17 billion cells in an Excel worksheet, which are united together in horizontal and vertical lines.

An Excel worksheet contains cells in rows and columns. Rows are labeled as numbers and columns as alphabets. It means the rows are identified by numbers and columns by alphabets.

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

To prevent other users from accidentally or deliberately changing, moving, or deleting data in a worksheet, you can lock the cells on your Excel worksheet and then protect the sheet with a password. Say you own the team status report worksheet, where you want team members to add data in specific cells only and not be able to modify anything else. With worksheet protection, you can make only certain parts of the sheet editable and users will not be able to modify data in any other region in the sheet.

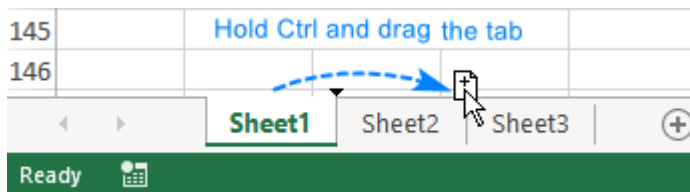
3. How to move or copy the worksheet into another workbook?

Excel has three inbuilt routes to duplicate worksheets. Depending on your preferred working technique, you can use the ribbon, mouse or keyboard.

Method 1. Copy Excel sheet by dragging

Usually, you drag-and-drop to move something from one place to another. But this method also works for copying tabs and is, in truth, the fastest way to copy a sheet in Excel.

Simply, click on the sheet tab that you want to copy, hold the **Ctrl** key and drag the tab where you want it:

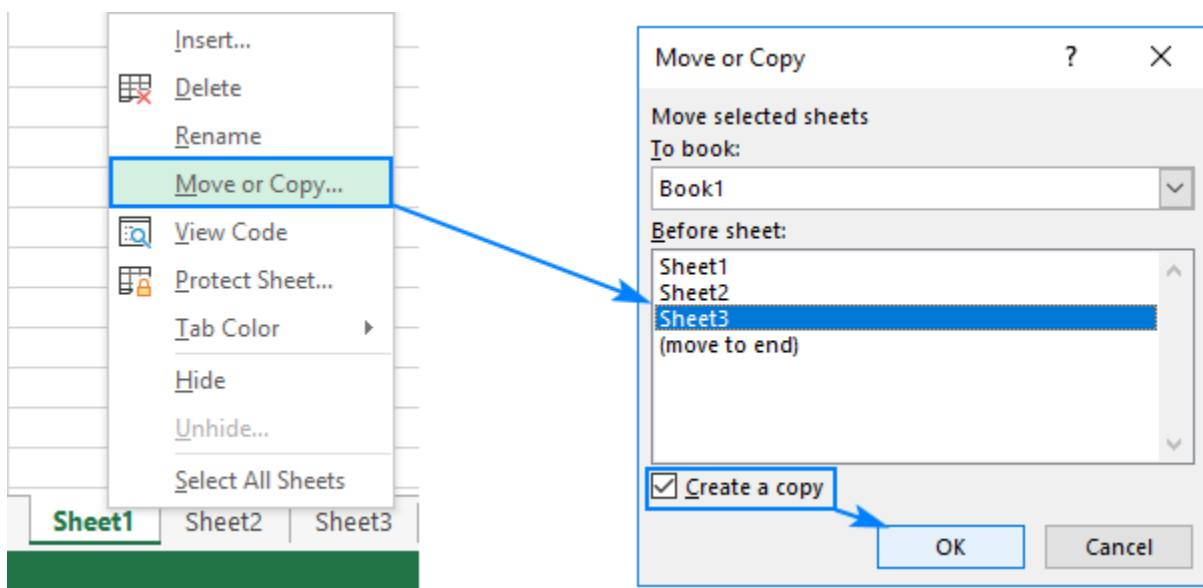


Method 2. Duplicate a sheet by right-clicking

Here's another way to duplicate a sheet in Excel that is just as easy:

1. Right click on the tab and select **Move or Copy** from the context menu. This will open the *Move or Copy* dialog box.
2. Under *Before sheet*, choose where you want to place the copy.
3. Put a tick in the **Create a copy** box.
4. Click *OK*.

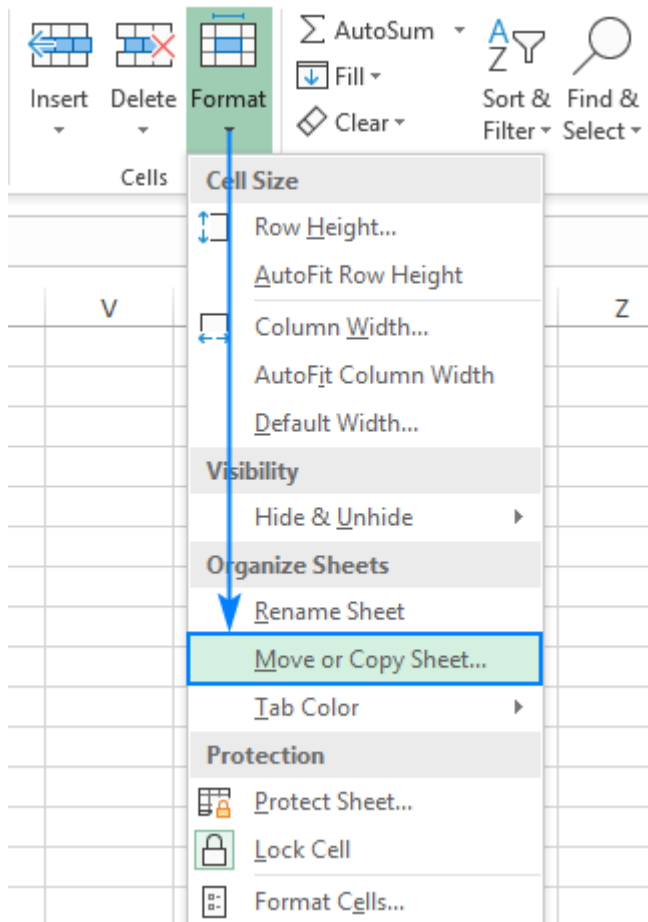
For instance, that's how you can make a copy of *Sheet1* and place it before *Sheet3*:



Method 3. Copy a tab in Excel using the ribbon

The ribbon contains all the features available in Excel, you just need to know where to look :)

To copy a sheet, go to the *Home* tab > *Cells* group, click *Format*, and then click **Move or Copy Sheet**:

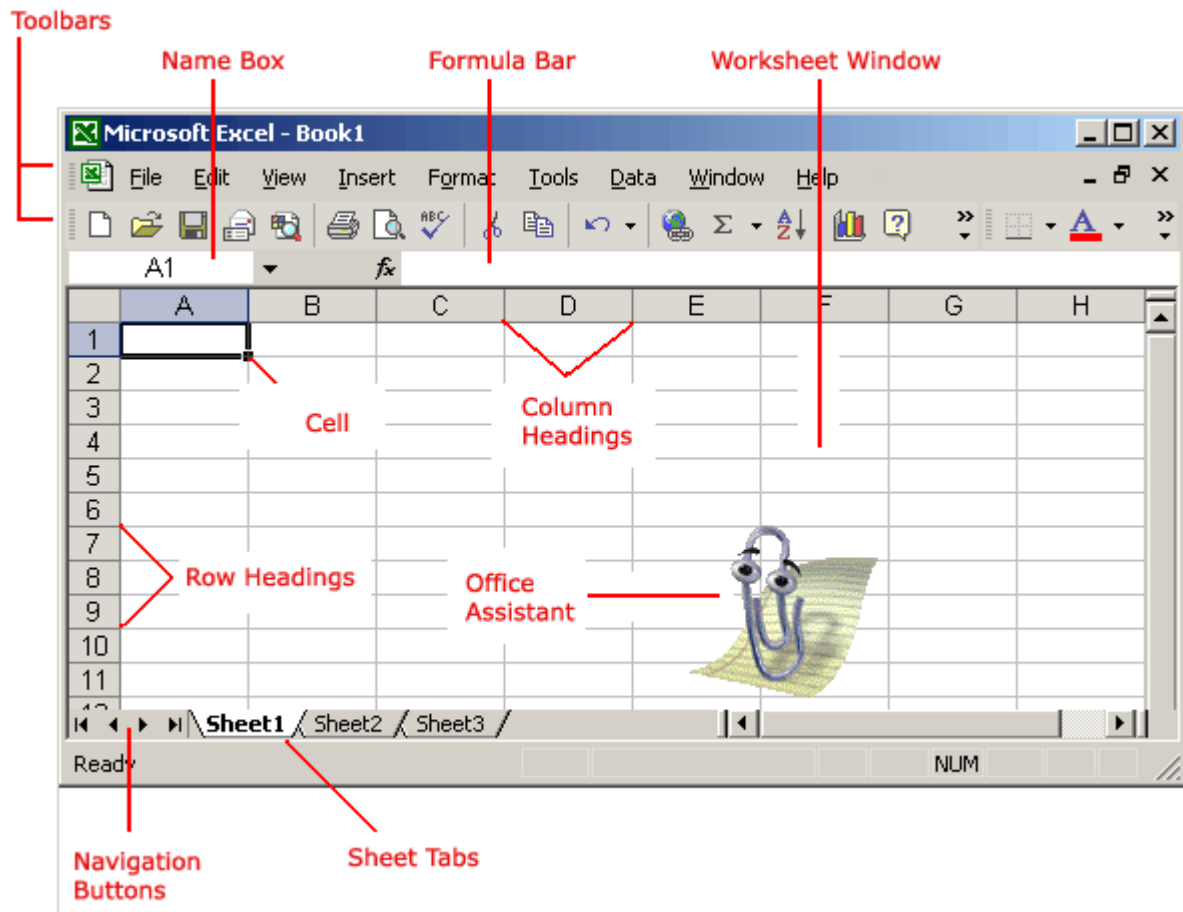


4. Which key is used as a shortcut for opening a new window document?

Ctrl+N is the shortcut key used for opening a new window document

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

Many items you see on the Excel XP screen are standard in most other Microsoft software programs like Word, PowerPoint, and previous versions of Excel, while some elements are specific to Excel XP.



Workbook

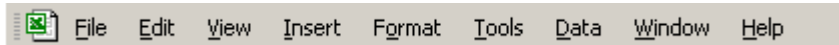
Also called a spreadsheet, the workbook is a unique file created by Excel XP.

Title bar



The title bar displays both the name of the application and the name of the spreadsheet.

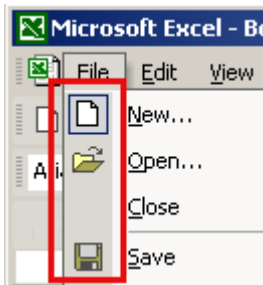
Menu bar



The menu bar displays all of the menus available for use in Excel XP. The contents of any menu can be displayed by left-clicking the menu name.

Toolbar

Some commands in the menus have pictures or icons associated with them. These pictures may also appear as shortcuts in the toolbar.



Column headings

	A	B	C	D	E	F
--	---	---	---	---	---	---

Each Excel spreadsheet contains 256 columns. Each column is named by a letter or combination of letters.

Row headings

1
2
3
4

Each spreadsheet contains 65,536 rows. Each row is named by a number.

Name box



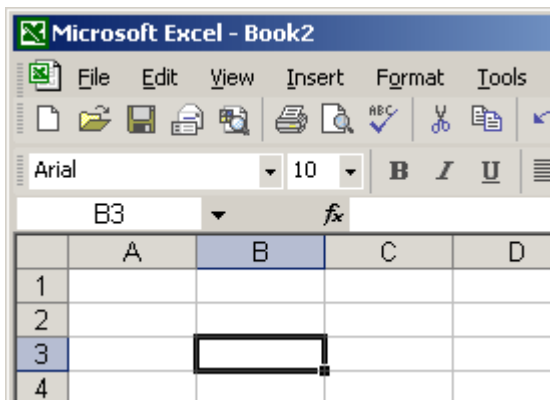
This shows the address of the current selection or active cell.

Formula bar



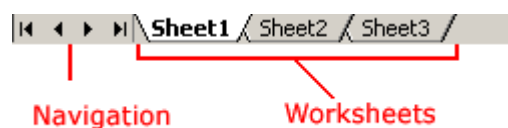
The formula bar displays information entered—or being entered as you type—in the current or active cell. The contents of a cell can also be edited in the formula bar.

Cell



A cell is an intersection of a column and row. Each cell has a unique cell address. In the picture above, the cell address of the selected cell is B3. The heavy border around the selected cell is called the cell pointer.

Navigation buttons and sheet tabs



Navigation buttons allow you to move to another worksheet in an Excel workbook. They are used to display the first, previous, next, and last worksheets in the workbook.

Sheet tabs separate a workbook into specific worksheets. A workbook defaults to three worksheets. A workbook must contain at least one worksheet.

Workbooks and worksheets

A **workbook** automatically shows in the workspace when you open Microsoft Excel XP. Each workbook contains three **worksheets**. A worksheet is a grid of cells consisting of 65,536 rows by 256 columns. Spreadsheet information—text, numbers, or mathematical formulas—is entered into different cells.

	A	B	C	D	E	F
1						
2						
3						
4						
5						

Column headings are referenced by alphabetic characters in the gray boxes that run across the Excel screen, beginning with column A and ending with column IV.

Rows are referenced by numbers that appear on the left and then run down the Excel screen. The first row is named row 1, while the last row is named 65536.

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

By default, a cell reference is a relative reference, which means that the reference is relative to the location of the cell. If, for example, you refer to cell A2 from cell C2, you are actually referring to a cell that is two columns to the left (C minus A)—in the same row (2). When you copy a formula that contains a relative cell reference, that reference in the formula will change.

As an example, if you copy the formula **=B4*C4** from cell D4 to D5, the formula in D5 adjusts to the right by one column and becomes **=B5*C5**. If you want to maintain the original cell reference in this example when you copy it, you make the cell reference absolute by preceding the columns (B and C) and row (2) with a dollar sign (\$). Then, when you copy the formula **=B\$4*\$C\$4** from D4 to D5, the formula stays exactly the same.