

Advance Excel Assignment

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

Ans : In Excel, cells are the individual units where you can input and manipulate data. They are identified by the intersection of columns and rows. Cells can contain numbers, text, formulas, or functions, allowing us to organize and analyze data within a spreadsheet.

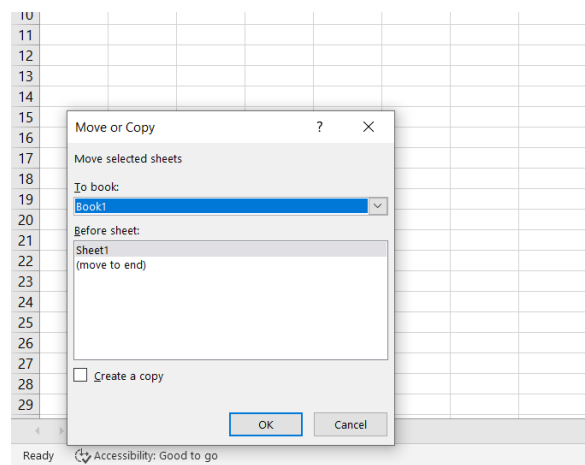
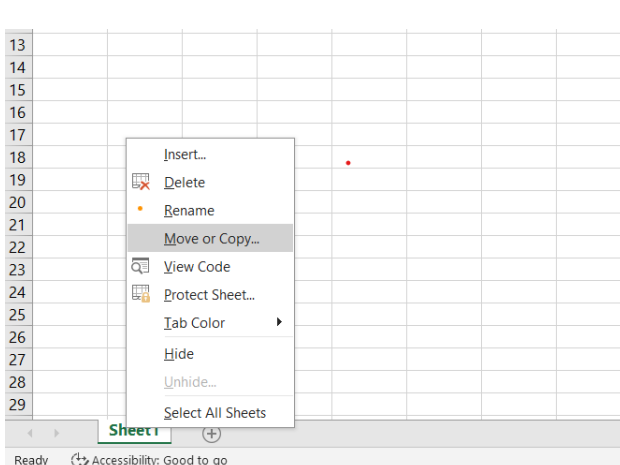
2. How can you restrict someone from copying a cell from your worksheet?

Ans : We can restrict someone from copying a cell by selecting the cells that we want to protect, go to the **"Format Cells"** menu, and under the **"Protection"** tab, check the **"Locked"** box. Then, go to the **"Review"** tab and click **"Protect Sheet."** Enter a password to restrict editing and copying.

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

Ans :

- Open both the source workbook (containing the sheet you want to move/copy) and the target workbook (where you want to place it).
- Right-click** on the tab of the sheet you want to move/copy.
- Select **Move or Copy**.
- In the "To book" section, choose the target workbook. You can also create a new workbook by selecting "(new book)".
- In the "Before sheet" section, choose where you want to insert the sheet (before a specific sheet or at the end).
- Check the "Create a copy" box** if you want to keep the sheet in the source workbook while also adding it to the target workbook.
- Click **OK**.



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

Ans : CTRL + N

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

Ans : Once we open the excel we can notice the following things :

Ribbon: Menu bar with formatting, data, and formula options.

Worksheet Area: Where you enter data, each cell has a unique address.

Column & Row headers: Identify each column and row.

Formula bar: Displays the contents of the currently selected cells. (formula or value).

Status bar: Provides helpful information about your work.

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

Ans : Use relative cell references in Excel when you want to:

Copy formulas automatically across cells for repeated calculations.

Create **dynamic formulas** that adjust to changing data.

Reference cells in other worksheets while maintaining relative positions.

