Answer 1: Cell is the area formed by the intersection of a row and a column.

Answer 2:We can protect the sheet from Review Tab by giving a password.

Answer 3:

1. Open both the workbooks.
2. Select the sheets that needs to be copied.
3. Right click on the selected sheets; select “Move or Copy Option”.
4. Check the option “Create a copy”
5. From the “To Book” drop down select the workbook where it needs to be copied.
6. Click on “Ok”. The sheets will be copied to new workbook.

Answer 4: (Ctrl +N)-opens a new Microsoft document.

Answer 5: After opening excel we can see the following from top to bottom:

1. Quick Access Toolbar
2. Tabs
3. Ribbons
4. Name Box
5. Formula Bar
6. Column Headings
7. Row indexes on left.
8. Two scroll bars(one in right and one in bottom)
9. Sheet zoom in/out option

Answer 6: Relative references are used **when we want to perform a similar operation on multiple cells and the formula must change according to the relative address of column and row.**