Advance Excel Assignment 1

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

A cell is a rectangular box occurring at the intersection of a vertical column and a horizontal row in an excel worksheet. Vertical columns are the ones that are numbered with alphabetic values such as A, B, C, D.....

Horizontal rows the ones those are numbered with numeric values such as 1, 2, 3, 4, 5.... The main difference between columns and rows is that a column arranges data vertically from top to bottom and a row arranges data horizontally from left to right.

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

Yes, it is possible. To protect your worksheet from getting copied, you need to go into Menu bar >Review > Protect sheet > Password. By entering password, you can secure your worksheet from getting copied by others.

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

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:

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

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

Frequently used shortcuts

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

Interface Components

The interface components of Excel include the Quick Access Toolbar, Ribbon, Name Box, Formula Quick Menu, Formula Bar, Status Bar, Worksheet View Options, Zoom Slider Control, and the Zoom Percentage Indicator.

QUICK ACCESS TOOLBAR

The Quick Access Toolbar is found on the top-left of the Excel window which contains the commonly used commands in Excel. This toolbar can be customized and lets you choose which commands you want to access easily. By default, this contains the save, undo, and redo commands.

RIBBON

The Ribbon interface contains the commands that are available for use in Excel. This has multiple tabs including the File, Home, Insert, Page Layout, Formulas, Data, Review, View, Add-ins, and Help tabs. There are tabs that will appear when necessary; for example, the Format tab appears when you click an inserted shape.

NAME BOX

The Name Box is an input box which normally displays the name or location of the active cell on the worksheet. This is also used to directly create a named range. When you open a blank workbook, the selected cell is A1, by default.

FORMULA QUICK MENU

The Formula Quick Menu beside the Name box is a shortcut when you want to insert a function. If you click the **fx** option, the Insert Function will pop-up to let you choose which Excel function would you like to use.

FORMULA BAR

The Formula Bar is found just beside the Formula Quick Menu. This allows you to enter or edit data, formula or a function that will appear in the selected cell whose name or location appears in the Name Box.

WORKSHEET VIEW OPTIONS

The Worksheet View Options lets you choose which of the 3 worksheet views you want (Normal, Page Layout, or Page Break Preview). By default, the worksheet view is set to Normal.

ZOOM SLIDER CONTROL

The Zoom Slider Control helps you zoom in and zoom out the worksheet

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

Relative references:

By default, all cell references are **relative references**. When copied across multiple cells, they change based on the relative position of rows and columns. For example, if you copy the formula **=A1+B1** from row 1 to row 2, the formula will become **=A2+B2.** Relative references are especially convenient whenever you need to **repeat** the same calculation across multiple rows or columns.

To create and copy a formula using relative references:

In the following example, we want to create a formula that will multiply each item's **price** by the **quantity**. Rather than create a new formula for each row, we can create a single formula in cell **D2** and then copy it to the other rows. We'll use relative references so the formula correctly calculates the total for each item.