**Advance Excel Assignment 1**

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

A cell is formed when the column and row intersecting each other. Columns are alphabetic and rows are numeric. So, a cell is named as an alphanumeric value. Like, B4. Here, B is the column, and 4 is the row.

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

Lock the cells and protect the Excel worksheet with a password to stop others from copying from or pasting into the worksheet.

To lock the cells, Select the cells > Right-click > Format cells > Protection > Mark the checkbox against the label Locked > Click OK.

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

To move or copy a worksheet into another workbook, right-click on the tab for the worksheet and select “Move or Copy” from the popup menu. On the “Move or Copy” dialog box, select the another workbook from the “To book” drop-down list.

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

Ctrl + N

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

Menu Bar or Ribbon, Address Bar, Formula Bar, Application or Windows Button, Status Bar, Worksheet Zoom, Quick Access Tool Bar, Column Labels, Row Labels.

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

Relative references in Excel are cell references that change relatively when the formula is copied to any other cell or any other worksheet. By default, every cell in Excel has a relative reference.