

Advance Excel Assignment 1

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

Ans: The intersection between rows and columns .

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

Ans: In order to protect worksheet from getting copied, we need to go into Menu bar >Review > Protect sheet > Password.

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

Ans: First select worksheet and copy it then go to another workbook and paste it.

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

Ans: ctrl+n is used for opening new document.

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

Ans: After opening the excel interface we notice that Quick access toolbar, Name box, Formula bar, Active cells, Row Number, Column Number, Worksheet Tab, Ribbon etc.

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

Ans: Whenever we need to repeat the same calculation across multiple rows or columns.

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