EXCEL ASSIGNMENT 1

Q1. What do you mean by cells in an excel sheet?

Ans: A cell is a basic unit of a worksheet where data is entered or displayed. It is the intersection of a row and a column, and it can contain text, numbers, formulas, or functions. Each cell is identified by a unique address called a cell reference, which consists of column letter and a row number.

Q2. How can you restrict someone from copying a cell from your worksheet?

Ans: In Excel worksheet we can prevent someone from copying a cell from worksheet by using Protect Sheet feature.

The Steps to follow:

1. Select the cell which want to protect.
2. Right-click on the selection and choose "Format Cells".
3. In the Format Cells dialog box, go to the "Protection" tab and check the box for "Locked" and click OK to close the dialog box.
4. After clicking OK, go to the "Review tab and click "Protect Sheet".
5. In the "Protect Sheet", we can also set a password for the sheet if we want.
6. In the "Protect Sheet", uncheck the "Select locked cells" checkbox and click OK to close the dialog box.

Q3. How to move or copy the worksheet into another workbook?

Ans: To move or copy the worksheet into another workbook in Excel, follow these steps:

1. Open the workbook that contains the worksheet you want to move or copy.
2. Right-click on the worksheet tab at the bottom of the screen and select "Move or Copy" from the menu.
3. In the "Move or Copy" dialog box, select the workbook which want to move or copy the worksheet to from the "To book" dropdown menu.
4. If you want to move the worksheet, select the "Move to end" checkbox and if you want to copy the worksheet, leave this checkbox unchecked.
5. Select the location within the workbook where you want to move or copy the worksheet.
6. Click "OK" to move or copy the worksheet to the new location.

Q4. Which key is used as a shortcut for opening a new window document?

Ans: "Ctrl" + "N" key is used as a shortcut for opening s new window document.

Q5. What are the things that we can notice after opening the Excel interface?

Ans: After opening the Excel interface, we can notice the following elements:

1. Ribbon: The Ribbon is located at the top of the Excel window and contains various tabs, each with a collection of commands and tools for formatting, manipulating, and analysing data.
2. Workbook: The workbook is the main document in Excel and contains one or more worksheets.
3. Worksheet: A worksheet is a single page of the workbook that contains a grid of cells organized in columns and rows.
4. Name Box: The Name Box is located next to the formula bar and displays the cell reference of the selected cell of range of cells.
5. Formula Bar: The Formula Bar is located above the worksheet and displays the formula or value of the selected cell.

We may also see Status Bar, Quick Access Toolbar, and some other features, such as tabs for other add-ins, custom toolbars, or the backstage view, etc.

Q6. When to use a relative cell reference in excel?

Ans: In Excel, we would use a relative cell reference when we want to refer to a cell in a formula that will change depending on where the formula is copied or filled. A relative cell reference is the default type of reference used in a formula, and it adjusts automatically based on the relative position of the formula and the cell being referred to.

Relative references are particularly useful when we want to perform the same calculation on different sets of data.