**Advance Excel Assignment 1**

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

In Microsoft Excel, a cell refers to the intersection point between a row and a column in a spreadsheet. Each cell is identified by a unique cell reference, which is a combination of the column letter and row number that it occupies. For example, the cell in the first column and first row is called A1.

Cells can contain various types of data such as text, numbers, formulas, dates, and times. Cells can be formatted to change their appearance, apply conditional formatting to highlight cells that meet specific criteria, and use functions to perform calculations on the data within cells.

Cells can also be used to create tables, charts, and graphs that help you to analyse and present your data in a visually appealing manner. Excel sheets can have millions of cells, providing a large amount of space to store and manipulate data.

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

In Microsoft Excel, it can prevent others from copying cells from the worksheet by using the "Protect Sheet" feature. Here are the steps:

1. Select the cells that you want to protect from being copied.
2. Right-click on the selected cells and choose "Format Cells".
3. In the Format Cells dialog box, go to the "Protection" tab and check the "Locked" option. Then click OK to close the dialog box.
4. Go to the "Review" tab and click on "Protect Sheet".
5. In the Protect Sheet dialog box, you can set a password for the sheet or leave it blank if you don't want to use a password. Then uncheck the "Select locked cells" option, and click OK.
6. Save the worksheet.

Once you have protected the sheet, other users will not be able to copy the cells that you have locked. If they try to copy these cells, Excel will display an error message stating that the cells are protected and cannot be modified. Note that this protection does not prevent other users from editing or deleting the cells, only from copying them. If you want to prevent other users from editing or deleting the cells, you can also lock them using the same "Format Cells" dialog box and then protect the sheet as described above.

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

In Microsoft Excel, you can move or copy a worksheet from one workbook to another by following these steps:

1. Open the workbook that contains the worksheet you want to move or copy, and the workbook where you want to move or copy it to.
2. Click on the worksheet tab that you want to move or copy.
3. To move the worksheet, right-click on the tab and select "Move or Copy" from the context menu. To copy the worksheet, hold down the Ctrl key and drag the worksheet tab to the new workbook.
4. In the "Move or Copy" dialog box, select the destination workbook from the "To book" drop-down list.
5. To move the worksheet, select the location where you want to move it to in the "Before sheet" list. To copy the worksheet, select the "Create a copy" checkbox.
6. Click OK to move or copy the worksheet to the destination workbook.

Note that when you move or copy a worksheet to a new workbook, any references to cells or ranges in other worksheets or workbooks will be updated automatically to reflect the new location. However, if the worksheet contains references to named ranges or external data sources, you may need to update these manually after moving or copying the worksheet.

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

In Microsoft Excel, the shortcut key for opening a new window document is also "Ctrl + N". This keyboard shortcut creates a new, blank workbook in a new window, allowing you to work on multiple workbooks simultaneously.

To use this shortcut, first, open Microsoft Excel. Then, press and hold the Ctrl key on your keyboard and press the N key. A new, blank workbook will open in a separate window. You can then begin working on this new workbook while keeping your other workbooks open in their own windows.

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

After opening the Excel interface, there are several things that you may notice. Here are some of the most common ones:

1. Ribbon: At the top of the Excel interface, you will see the ribbon, which is a set of tabs and commands that provide access to Excel's features and tools.
2. Workbook: A new, blank workbook will be opened by default, and you can begin entering data and creating spreadsheets.
3. Rows and columns: Excel worksheets are organized into rows and columns. Each column is identified by a letter at the top of the column, and each row is identified by a number on the left side of the row.
4. Cell cursor: A flashing cursor in the form of a rectangular box will appear in the cell where you can enter data. The cell reference of the active cell will be displayed in the Name Box, which is located to the left of the Formula Bar.
5. Formula Bar: The Formula Bar displays the contents of the active cell, including any formulas or data that you have entered.
6. Status bar: The status bar is located at the bottom of the Excel interface and displays information about the current worksheet, such as the current cell mode (e.g. "Edit" or "Ready"), and the status of various settings, such as the Caps Lock key.

Overall, the Excel interface is designed to be user-friendly and intuitive, with a range of features and tools that make it easy to create and manipulate data in a spreadsheet format.

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

In Microsoft Excel, a relative cell reference is used to refer to a cell in a formula that will change when the formula is copied to other cells. When you use a relative cell reference in a formula, Excel adjusts the reference relative to the position of the formula.

Relative cell references are useful when you want to copy a formula to other cells while still referring to different cells in each copy. For example, if you have a formula in cell A1 that calculates the total of cells B1 and C1, and you copy this formula to cell A2, the formula in A2 will automatically update to calculate the total of cells B2 and C2, instead of B1 and C1.

Relative cell references are indicated by the absence of any dollar sign symbols ($) in the cell reference. For example, if you want to refer to cell B1 in a formula with a relative cell reference, you would simply use the reference "B1" in the formula.

In summary, you should use a relative cell reference in Excel when you want to refer to a cell in a formula that will change when the formula is copied to other cells. This is useful when you need to apply the same formula to multiple cells with different data.