**Advance Excel Assignment 1**

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

* A cell is the intersection of a row and a column.
* In a cell columns are identified by letters (A,B,C..) ,While rows are identified by numbers(1,2,3,..)
* Each cell has its own name or cell address-based on its column and row.

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

There are two ways to protect our worksheet from copying by others.

1. By enabling password .Go to Menu bar>Review>protect Sheet>Password.
2. By running VBA (Visual Basic for Applications)
3. The drag and drop function is also disabled after running the above VBA code.
4. How to move or copy the worksheet into another workbook?

There are many ways to copying worksheet

1. Drag and drop using holding ctrl key.
2. Duplicate a sheet by right clicking (Move or copy>select sheet>create a copy>ok)
3. Copy a tab in Excel using the ribbon (Home>cells group>Format>Move or copy sheet)
4. Right click on the tab>Move or copy>to book (book3)>before sheet (sheet)>create a copy>ok.
5. Dragging the worksheet
6. Using Formulas.

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

Alt + D – set focus to the address bar

Ctrl + E or Ctrl F or F3 – Set focus to the search bar.

Ctrl + N – Open a new window (also works in some web browsers)

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

Quick Access Toolbar

Ribbon

Name Box

Formula Quick Menu

Formula Bar

Status Bar

Worksheet View Options

Zoom Slider Control

Zoom Percentage Indicator

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

Using the relative reference is copying the reference from one cell to the other in order to avoid

Repetitive calculations. This can be done either by directly copying the formula of a cell or by dragging the fill handle

To the desired cells.

