

Assignment 1

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

A cell is a rectangular area formed by the intersection of a column and a row.

Each Cell has unique address in Excel sheet (Eg G22)

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

By using the option protect Sheet, which will make all the cells on the worksheet are locked.

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

1. Right click on the tab that you want to copy, and then click Move or Copy...
2. Do the following steps in dialog box
 - Under To book, choose the target file. To place a copy into a new workbook, select (new book).
 - Under Before sheet, specify where to put the copy.
 - Select the Create a copy box.
 - Click OK.

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?

A blank spreadsheet is displayed along with some templates for creating new excel sheets

On left side there are options such as New (create new), Open (to open existing sheets) and home.

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

Relative cell references are basic cell references that adjust and change when copied or when using AutoFill.

This is the most widely used type of cell reference in formulas.

Eg: =SUM(H3:B5) changes to =SUM(I5:I8) when copied across to the next cell.