

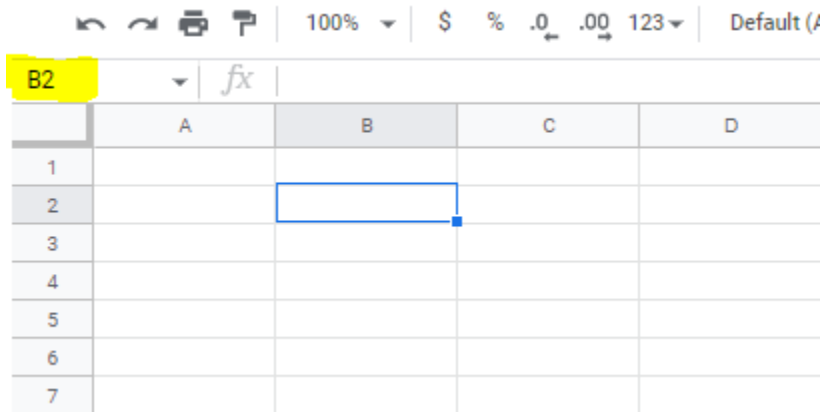
## Advance Excel Assignment 1

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

**Ans.**

A cell is a rectangular area formed by the intersection of a column and a row. Cells are identified by the Cell Name or Reference, which is found by combining the Column Letter with the Row Number.

For example the cell in Column "B" in Row "2" would be cell B2.



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

**Ans.**

In order to protect your worksheet from getting copied, you need to go into the

**Menu bar > Review > Protect sheet > Password.**

By default, when you protect a worksheet, all the cells on the worksheet are locked, and users cannot make any changes to a locked cell.

By entering a password, you can secure your worksheet from getting copied by others.

To set a password to protect cells, follow the steps given below:

- 1) Go to the REVIEW tab and click on the "Protect Sheet" option.
- 2) Excel opens the Protect Sheet dialog box. By default, Excel selects the Protect Worksheet and Contents of Locked Cells checkbox.
- 3) Select any of the check boxes in the Allow All Users of This Worksheet To list box (such as Format Cells or Insert Columns) that you still want to be functional when the worksheet protection is operational.  
The Select Locked Cells and Select Unlocked Cells checkboxes are selected by default.

4) Type the password in the 'Password to unprotect Sheet' text box.

5) Click OK.

6) Excel opens the Confirm Password dialog box. Re-enter the password in the Reenter Password to Proceed text box and then click OK. Notice that if you try to edit a cell, Excel displays an error message.

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

**Ans.**

To Move a sheet to another workbook

1. Open the workbook that you want to move the sheet to.
2. On the Window menu, click the workbook that contains the sheet that you want to move. ...
3. On the Edit menu, click Sheet > Move or Copy Sheet.
4. On the To book menu, click the workbook that you want to move the sheet to.

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

**Ans.**

To create a new workbook. Ctrl + N.

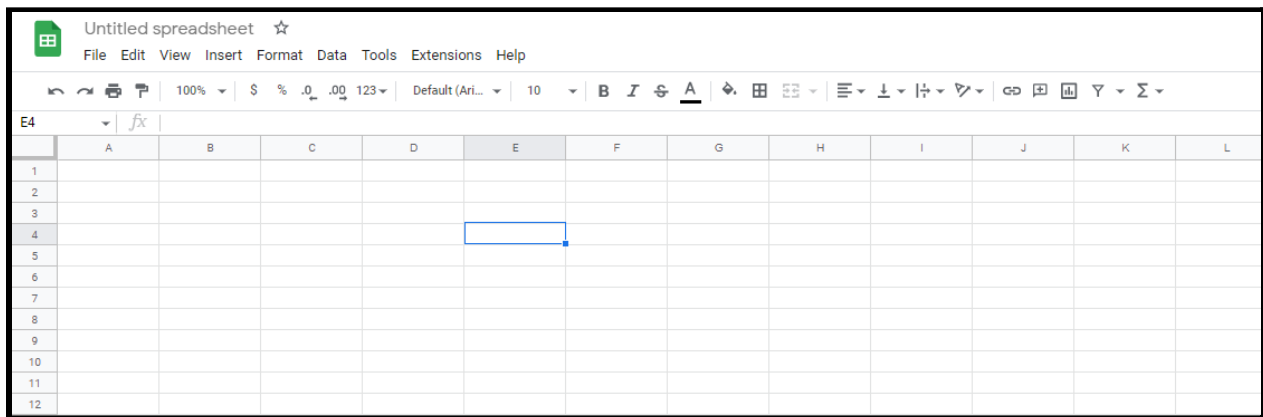
To Open an existing document Ctrl + O

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

**Ans.**

- The Excel Starter startup screen appears, and a blank spreadsheet is displayed. In Excel Starter, a spreadsheet is called a worksheet, and worksheets are stored in a file called a workbook. Workbooks can have one or more worksheets in them.
- Columns (labeled with letters) and rows (labeled with numbers) make up the cells of your worksheet.
- Clicking the **File** tab opens the Backstage view of your workbook, where you can open and save files, get information about the current workbook, and perform other tasks that do not have to do with the content of the workbook, such as printing it or sending a copy of it in email.

- Each tab in the ribbon displays commands that are grouped by task. You'll probably spend most of your time using the **Home** tab, when you're entering and formatting data.
- Use the **Insert** tab to add tables, charts, pictures, or other graphics to your worksheet.
- Use the **Page Layout** tab to adjust margins and layout, especially for printing.
- Use the **Formulas** tab to make calculations on the data in your worksheet.



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

**Ans.**

Relative reference is a type of cell reference in Excel. This reference changes when the formula is copied to any other cell or any other worksheet. Relative cell references are used **whenever calculations need to be repeated**.

For example, if you copy the formula =A1+B1 from row 1 to row 2, the formula will become =A2+B2.

**Relative references are especially convenient whenever you need to repeat the same calculation across multiple rows or columns.**

	A	B	C	D
1	Item	Unit Price	Quantity	Total
2	Item 1	100	10	1000
3	Item 2	120	15	1800
4	Item 3	140	20	2800
5	Item 4	150	10	1500
6				