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| 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**. 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 "C" in Row "3" would be cell C3 |
| 2 | How can you restrict someone from copying a cell from your worksheet? |
|  | In order to protect your worksheet from getting copied, you need to go into **Menu bar >Review > Protect sheet > Password**. By entering password, you can secure your worksheet from getting copied by others. |
| 3 | How to move or copy the worksheet into another workbook? |
|  | You can use the **Move or Copy Sheet** command to move or copy entire worksheets (also known as sheets), to other locations in the same or a different workbook |
| 4 | Which key is used as a shortcut for opening a new window document? |
|  | Ctrl+N  **Ctrl+N**: Open a new browser window. |
| 5 | What are the things that we can notice after opening the Excel interface? |
|  | **The Excel window**   * Title bar. The title bar displays both the name of the application and the name of the spreadsheet. * Menu bar. The menu bar displays all of the menus available for use in Excel XP. ... * Column headings. ... * Row headings. ... * Name box. ... * Formula bar. ... * Cell. ... * Navigation buttons and sheet tabs. |
| 6 | When to use a relative cell reference in excel? |
|  | This is the most widely used type of cell reference in formulas. Relative cell references are basic cell references that **adjust and change when copied or when using AutoFill**. Example: =SUM(B5:B8), as shown below, changes to =SUM(C5:C8) when copied across to the next cell. |