**Assignment *-1***

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

Ans. Cell is a rectangular box which occurs at the intersection of a vertical column and a horizontal row in excel worksheet.

1. 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 Menu bar >Review > Protect sheet > Password. By entering password, you can secure your worksheet from getting copied by others.

1. How to move or copy the worksheet into another workbook?
2. Right-click the worksheet name tab.
3. Click select Move or Copy.
4. Click on the Move selected sheets to Book drop-down menu. Select (new book).
5. Click OK. Your new workbook opens with your moved worksheet. ...
6. Click File > Save in your new workbook.

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

Ans. Ctrl + N

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

Ans. Formula Bar. The Formula Bar is found just beside the Formula Quick Menu. ...

Status Bar. The Status Bar in the bottom-left corner of the Excel window displays various information about the current mode of the workbook.

Zoom Slider Control.

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

Ans. 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.