

## **Advanced Excel Assignment 1**

(Submitted by Bhargav Makwana)

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

- Cell in excel sheet is defined by intersection of specific row and column.

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

- To restrict someone from copying a cell from worksheet, we can use 'Lock Cell' functionality. Select cell you want to lock and go to Home tab > Format > Lock Cell

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

- Navigate to the worksheet you want to copy or move, right click on worksheet and select 'Move or Copy'. This will allow you to do it into another workbook or also in the same workbook

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

- To open a new document in another window, press 'Ctrl + N'.

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

- Whenever we open a excel file, we can see many things in interface. For example, Ribbons, Formula Bar, Selected cell, Sheets, Name Box, Ribbon Controls.

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

- Relative cell reference is used when we perform similar kind of calculation across the sheet. For example, we are calculating expenditure of different categories over the year. Then we can use relative cell referencing across the sheet to apply same formula for each month.