

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 "C" in Row "3" would be cell C3. Cells may contain Labels, Numbers, Formulas or Functions.

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

Ans: It is possible to prevent someone from copying the cell from your worksheet by following steps: go to the Menu bar >Review > Protect Sheet > Password. This helps you to prevent your worksheet from being duplicated. You may prevent people from copying your document by entering a password.

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

Ans: Worksheets can be moved or copied to another workbook by using some simple steps.

To move the worksheet_

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. You can use the **Cut and Copy** commands to move or copy a portion of the data to another worksheets or workbooks.

To Copy a worksheet in another workbook_

Press CTRL and drag the worksheet tab to the tab location you want.

OR

- Right click on the worksheet tab and select **Move or Copy**.
- Select the **Create a copy checkbox**.
- On the after or before sheet, in another workbook select where you want to place the copy.
- Select **OK**.

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

Ans: **Ctrl + N** is used as a shortcut for opening a new window document.

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

Ans: The interface components of Excel include the,

1. Quick Access Toolbar,
2. Ribbon, Name Box,
3. Formula Quick Menu,
4. Formula Bar,
5. Status Bar,
6. Worksheet View Options,
7. Zoom Slider Control, and the
8. Zoom Percentage Indicator.

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

Ans: Relative references are especially used whenever we need to repeat the same calculation across multiple rows or columns.

By default, a cell reference is a relative reference, which means that the reference is relative to the location of the cell.

If, for example, we refer to cell A2 from cell C2, we are actually referring to a cell that is two columns to the left (C minus A)—in the same row (2). When you copy a formula that contains a relative cell reference, that reference in the formula will change.