# **Advance Excel Assignment 1**

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

# **Cell:**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?

# 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. To set a password to protect cells, follow the steps given below: 1) Go to REVIEW tab and click on "Protect Sheet" option. 2) Excel opens the Protect Sheet dialog box. By default, Excel selects the Protect Worksheet and Contents of Locked Cells check box. 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 check boxes 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 Re-enter Password to Proceed text box and then click OK. Notice that if you try to edit a cell, Excel displays an error message. -- To remove worksheet protection, click the Unprotect Sheet button in the Changes group on the Review tab. You’ll be prompted to type the password that you had set for protection.

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

# Right click on the worksheet tab and select **Move or Copy.**

# Select the **Create a copy** checkbox.

# Under**Before sheet**, select where you want to place the copy.

# Select **OK.**

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

# **Use** the **shortcut keys** CTRL-N to create a **new** Word **document**. Paste your copied items on to this **new document** using the **shortcut keys**: CTRL-V.

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

# The main features of MS Excel include inserting a pivot table, sorting of tabulated data, adding formulas to the sheet, and calculating large data. The entire interface is as follows:

# **Title Bar**

# **Worksheet Tabs**

# **Ribbon Tabs** –**Home, Insert, Page Layout, Formulas**, etc.

# **Quick Access Toolbar**

# **Active Cell**

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

# Relative cell references are useful **when you have to create a formula for a range of cells and the formula needs to refer to a relative cell reference**. In such cases, you can create the formula for one cell and copy-paste it into all cells.