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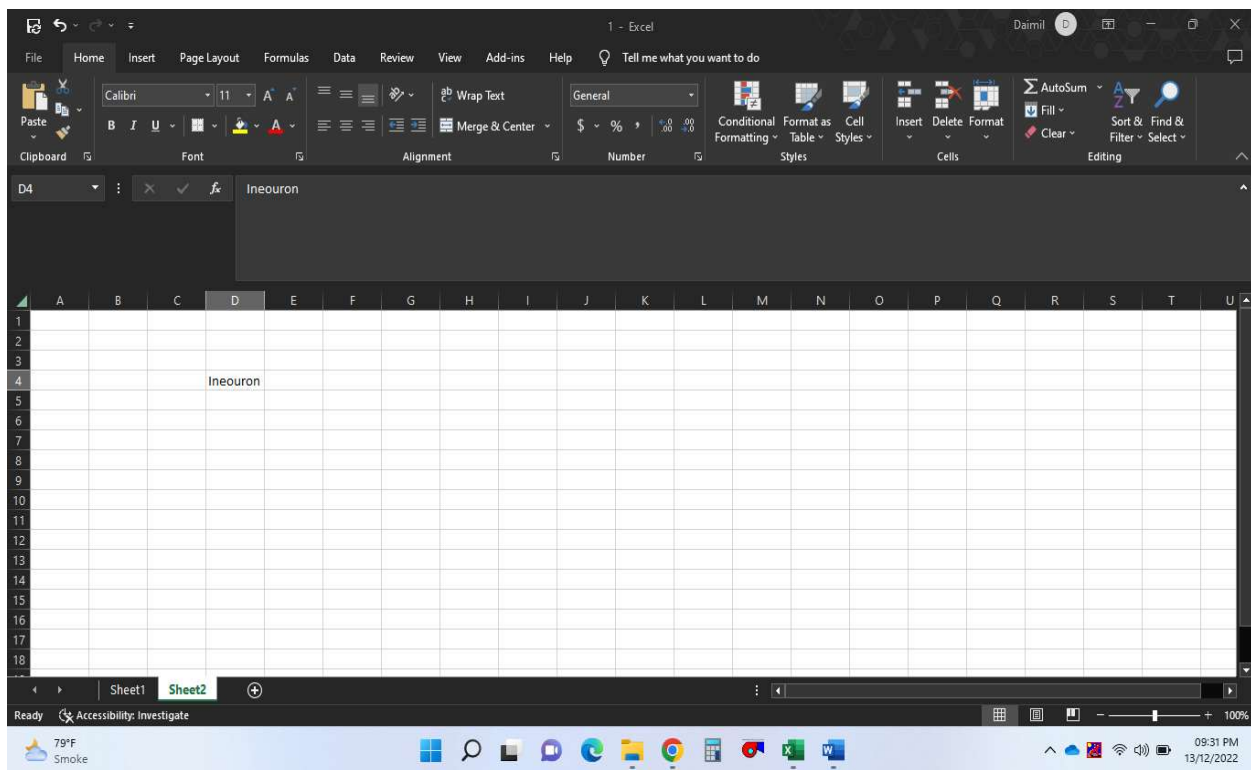
## Advance Excel Assignment 1

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

Ans :-

A cell is a rectangular area formed by the cross of a column and a row. Cells are called by the Cell Name (or Reference, which is found by combining the Column Letter with the Row Number.

IF the cell in Column "D" in Row "4" would be cell D4.



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

Ans:-

when we protect a worksheet, all the cells on the worksheet are locked, and users cannot make any changes to a locked cell without password.

To set a password to protect cells below method used.

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.

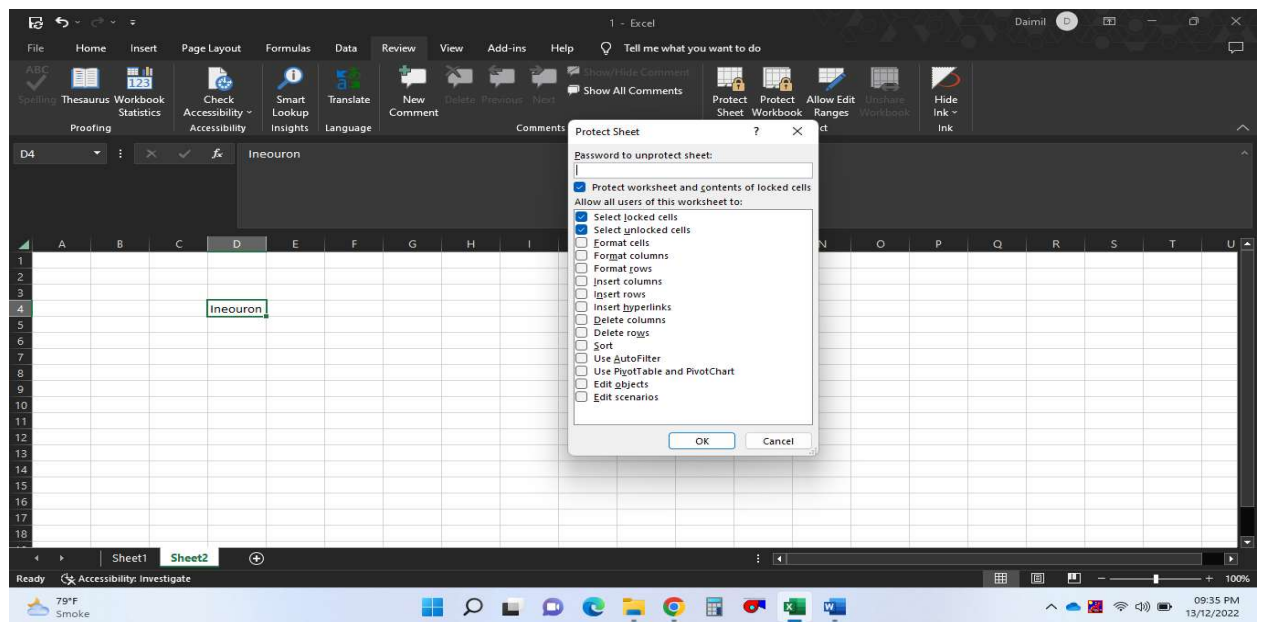
3) Select any of the check boxes in the Allow All Users of This Worksheet To list box (such as Format Cells or Insert Columns) that you still want to be functional when the worksheet protection is operational.

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 Reenter Password to Proceed text box and then click OK.



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

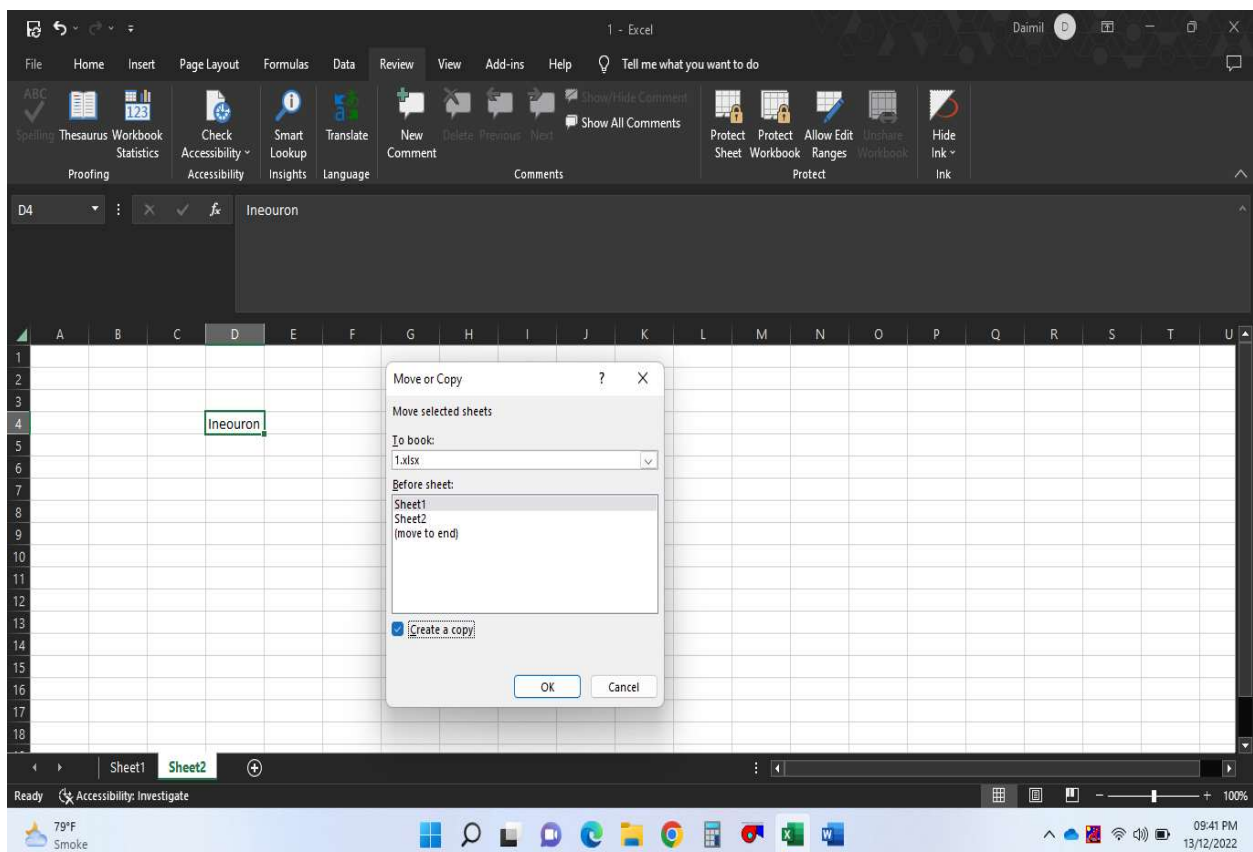
Ans:-

There are two main ways to copy a sheet to another workbook on a PC:

- 1)Open both spreadsheets.
- 2)Right-click on the sheet you want to move.
- 3)Click "Move or Copy."
- 4)Click on the "To book" dropdown menu and find the workbook you want this sheet to move to.
- 5)Select the "Create a copy" checkbox at the bottom of the window.
- 6)Click "OK."

Second:

- 1)Open both spreadsheets.
- 2)Click and drag the sheet you want to move to the other workbook.
- 3)Click and hold "CTRL" before releasing the sheet.
- 4)The copy will appear.



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

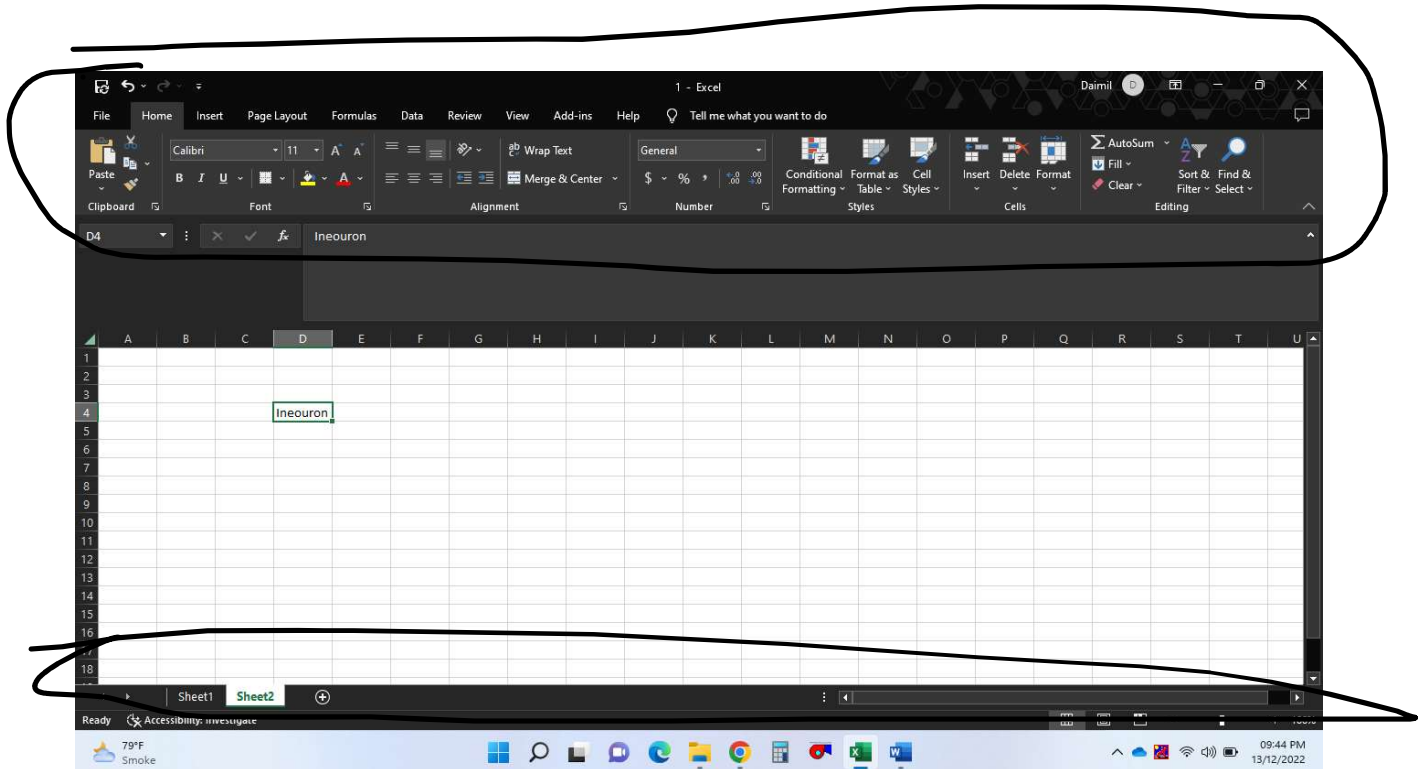
Ans:-

Ctrl+N is the shortcut key used to open a New Document in the MS excel.

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

Ans:-

The interface components of Excel include the Quick Access Toolbar, Ribbon, Name Box, Formula Quick Menu, Formula Bar, Status Bar, Worksheet



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

Ans:-

Relative reference is a type of cell reference in Excel. 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.

If I make copy like below that

=SUM(B5:B8), as shown below, changes to =SUM(C5:C8) when copied across to the next cell.

