**Advance Excel Assignment 1**

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

Cells are the smallest unit and are the building blocks of an Excel worksheet. It is a rectangular-shaped box. There are around 17 billion cells in an Excel worksheet, which are united together in horizontal and vertical lines.

An Excel worksheet contains cells in rows and columns. Rows are labelled as numbers and columns as alphabets.

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

Go to Review in the Menu bar -> Protect Sheet -> Uncheck the first two option of ‘Select locked cells’ and ‘Select unlocked cells’ -> Give a Password -> Re-enter that Password -> Save.

Now that particular worksheet and all its cells are restricted from getting copy-paste because, we can’t even select any cell for it to get copied.

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

Firstly, open both the workbooks. One from which you want to copy worksheets ‘Book1’ and one to which you want to paste the copied worksheets ‘Book2’.

Right click at one of the worksheet name at the bottom of workbook Book1. Click on ‘Select All Sheets’. This will select of the worksheets in Book1. Or else if you want only certain worksheets from Book1, then use CTRL + Mouse click to select those.

Again, Right Click at the worksheet name, then click on ‘Move or Copy’.

‘Move or Copy’ window will appear. Let the bottom, check the ‘Create a copy’

And at the top To book: option is there with drop down option. In the drop-down list, Book2 name will appear. Select it and click on OK.

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

Ctrl + N

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

Excel has two main UI components: The Interface Components and the Workbook Components.

***Interface Components***

The interface components of Excel include the Quick Access Toolbar, Ribbon, Name Box, Formula Quick Menu, Formula Bar, Status Bar, Worksheet View Options, Zoom Slider Control, and the Zoom Percentage Indicator.

***Quick Access Toolbar***

The Quick Access Toolbar is found on the top-left of the Excel window which contains the commonly-used commands in Excel.  By default, this contains the save, undo, and redo commands.

***Ribbon***

The Ribbon interface contains the commands that are available for use in Excel. This has multiple tabs including the File, Home, Insert, Page Layout, Formulas, Data, Review, View, Developer(added manually), and Help tabs.

The tabs are then subdivided in groups based on the usage of the commands. For example, in the Home tab, the commands are grouped in Clipboard, Font, Alignment, Number, Styles, Cells, and Editing.

***Name Box***

The Name Box is an input box which normally displays the name or location of the active cell on the worksheet.

***Formula Quick Menu***

The Formula Quick Menu beside the Name box is a shortcut when you want to insert a function. If you click the *fx*option, the Insert Function will pop-up to let you choose which Excel function would you like to use.

***Formula Bar***

The Formula Bar is found just beside the Formula Quick Menu. This allows you to enter or edit data, formula or a function that will appear in the selected cell whose name or location appears in the Name Box.

***Status Bar***

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

***Worksheet View Options***

The Worksheet View Options lets you choose which of the 3 worksheet views you want (Normal, Page Layout, or Page Break Preview). By default, the worksheet view is set to Normal.

***Zoom Slider Control***

The Zoom Slider Control helps you zoom in and zoom out the worksheet.

***Zoom Percentage Indicator***

The Zoom Percentage Indicator displays the zoom percentage just beside the Zoom Slider Control. By default, it is set to 100%.

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

There are two types of cell references:**relative** and **absolute**. Relative and absolute references behave differently when copied and filled to other cells. Relative references **change** when a formula is copied to another cell. Absolute references, on the other hand, remain **constant** no matter where they are copied.

***Relative references***

By default, all cell references are **relative references**. When copied across multiple cells, they change based on the relative position of rows and columns. For example, if you copy the formula **=A1+B1** from row 1 to row 2, the formula will become**=A2+B2.**Relative references are especially convenient whenever you need to **repeat** the same calculation across multiple rows or columns.

***Absolute references***

An absolute reference is designated in a formula by the addition of a **dollar sign ($)** before the column and row. If it precedes the column or row (but not both), it's known as a **mixed reference**.

$A$2 : The column and the row do not change when copied

A$2 : The row does not change when copied

$A2 : The column does not change when copied