**Assignment 1**

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

a cell is essential part of Microsoft excel which stores the information and data you entered. Cells are the building blocks of excel. An Excel worksheet contains cells in rows and columns. Rows are labeled as numbers and columns as alphabets. It means the rows are identified by numbers and columns by alphabets.

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

In menu bar > review > protect and share workbook > enter the password. By doing this process we can protect our worksheet from being copied by others

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

Right click on the tab that you want to copy, and then click Move and copy. In the move and copy dialog box, do the following:

Under to book, choose the target file. To place a copy into a new workbook, select (new book).

Under Before Sheet, specify where to put the copy. Select the Create a copy box. Click 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?**

Work book, title bar, menu bar, tool bar, column headings, row headings, formula bar, cell, navigation buttons.

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

Relative references are especially convenient whenever you need to repeat the same calculation across multiple rows or columns