

Advance Excel Assignment 1

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

Ans – Cells are the boxes we see in the grid of an Excel worksheet. Each cell is identified on a worksheet by its reference, the column letter and row number that intersect at the cell's location. For example a cell in column D and row 5 will be given a reference of D5. The cell is used to record the data and to derive values by performing various functions through the inbuilt formulas like addition, subtraction, multiplication and division etc. in an existing set of data.

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

Ans – Yes, we can do that by protecting our Work Sheet. First of all, we have to click on the option “Tools” in the ribbon and then select “Protect Sheet...” then a new window will pop-up set a password for the worksheet and re-enter to confirm, then uncheck the options below which says “Select protected cells” and “Select unprotected cells” then press “OK”. This will prevent the user from selecting and copying any cells if he/she doesn't have the password. In this way, your data in the sheet will be completely safe.

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

Ans – Go to the bottom of the sheet and right click on the sheet name you want to copy to a new workbook, then select option “Move or Copy Sheet...”, a new window will pop-up and it will have 2 options select 1st option as “- new document -” and then click “OK”. After clicking “OK” the new file formed will get opened in front of you.

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

Ans – To open a new window document use shortcut “CTRL + N”.

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

Ans – First we see the quick access bar at the top in which we can enable certain actions to quickly perform them like save and print preview options to name a few.

Then we have the ribbon part in which we have all options including File, Home, Insert, Page Layout, Formulas, Data, Review, View, Help etc. We just have to click on each option to explore the different sub options of these particular heads. For example to insert an image in the sheet we first have to click on “Insert” and then select “Image”. To hide/unhide this ribbon we need to double click on the above options.

Then beneath that we have name box which shows the reference name of the selected cell and besides it there is formula bar which shows the values and formula entered in the selected cell.

Then, the rows and column and then at the bottom we have Navigation buttons and sheet tabs.

Then, we have status bar which have many options including to zoom the current sheet.

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

Ans – We use the relative cell reference if we want to perform the same action or execute the same formula in the next consecutive cell in the same row or column. For example, we are adding the cells from C2 to C9 in C10, so we have to write this formula in C10: =SUM(C2:C9), if we want to perform the same addition in D2 to D9 and we want the answer in D10, we can just simply copy the formula from C10 and paste it in D10, it will automatically replace the C from D when copied in column D and this is called relative cell reference.