* 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 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.

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

ANS. On the Review tab, click Protect Sheet. In the Allow all users of this worksheet to list, select the elements you want people to be able to change. Move the pointer to cells for which the Locked box is checked on the Protection tab of the Format Cells dialog box. By default, users are allowed to select locked cells.

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

ANS. **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.

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

ANS. To quickly create a new blank file or email, press **Ctrl+N**.

1. 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 View Options, Zoom Slider Control, and the Zoom Percentage Indicator.

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

Ans. 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**.