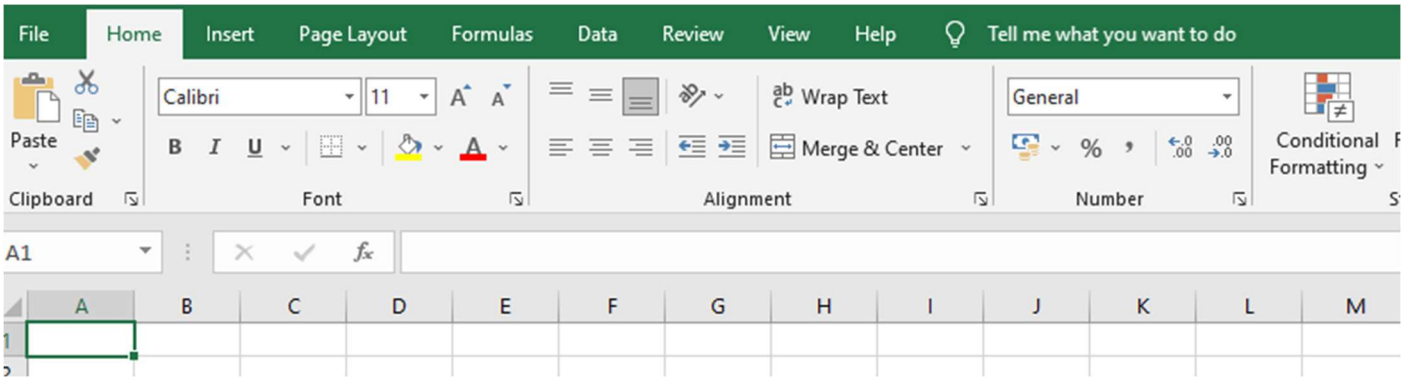
Advance Excel Assignment 1

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

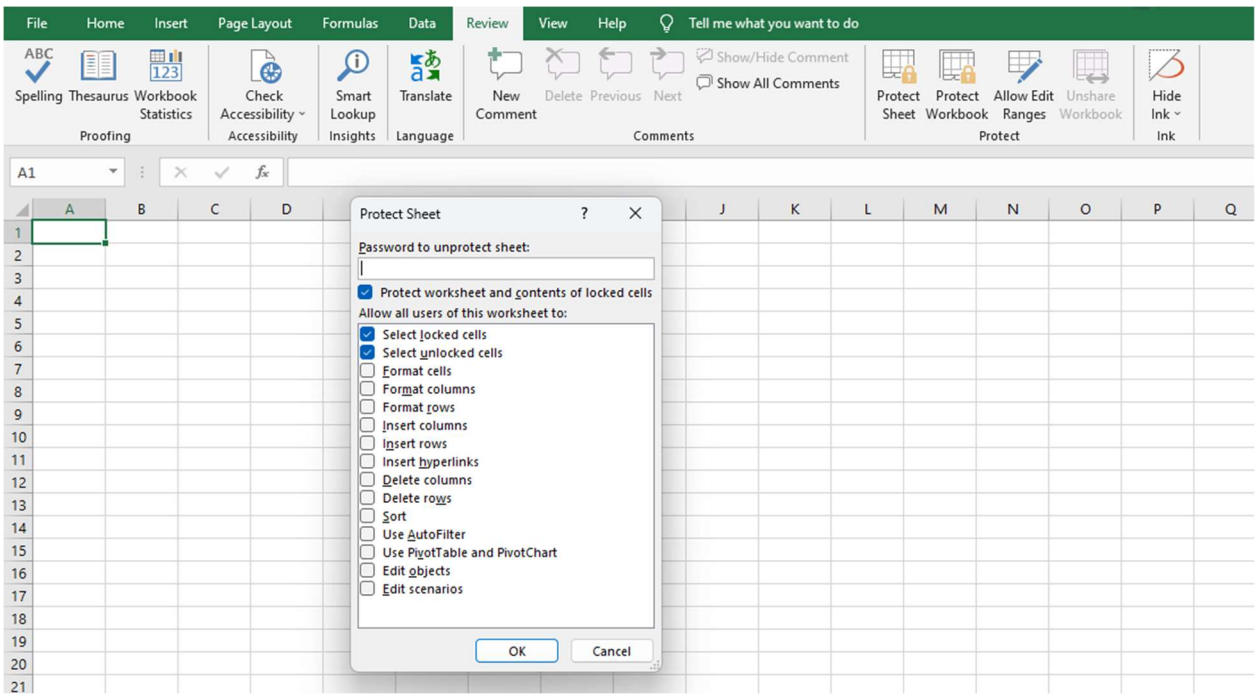
Ans:- Cells are the boxes you see in the grid of an Excel worksheet.

Each cell is identified by a unique address, which is a combination of a column letter and a row number. For example, the cell located in the first column and first row of a worksheet would be referred to as cell "A1." You can use cells to enter and store data, perform calculations, and create charts and other graphical representations of data.



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

Ans- Protect Worksheet: You can protect the entire worksheet to restrict others from making any changes to the data, including copying cells. To do this, go to the "Review" tab, click on "Protect Sheet," and set a password if desired.



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

Ans- Move Worksheet: To move a worksheet from one workbook to another, you can simply drag the worksheet tab from one workbook window to another. This will remove the worksheet from the original workbook and add it to the new workbook.

Copy Worksheet: To copy a worksheet from one workbook to another, you can right-click on the worksheet tab and select "Move or Copy." In the "Move or Copy" dialog box, select the target workbook from the "To book" dropdown and check the "Create a copy" option. You can also use the keyboard shortcut "Ctrl + C" to copy the worksheet, then switch to the target workbook and use "Ctrl + V" to paste a copy of the worksheet into the new workbook.

Both of these methods will create a new worksheet in the target workbook, leaving the original worksheet in the source workbook unchanged.

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

Ans- The keyboard shortcut to open a new window document is "Ctrl + N".

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

Ans- Ribbon: The ribbon is the strip of tabs and buttons located at the top of the Excel window, which provides access to the most commonly used Excel features and functions.

Worksheet: The main part of the Excel interface is the worksheet, which is a grid of cells arranged in rows and columns. You can use the cells to enter data, create formulas, and perform calculations.

Column Headings: At the top of the worksheet, you will see column headings that are labeled with letters (A, B, C, etc.).

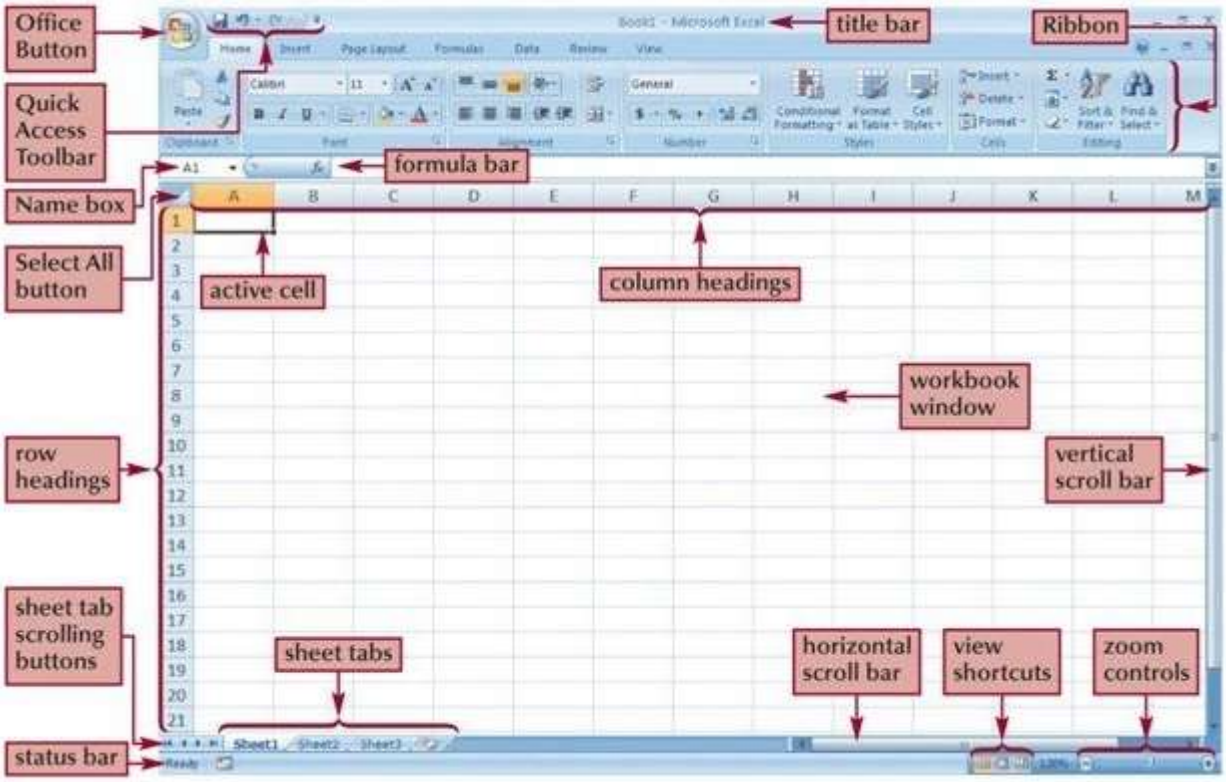
Row Headings: To the left of the worksheet, you will see row headings that are numbered (1, 2, 3, etc.).

Formula Bar: Above the worksheet, you will see the formula bar, which displays the contents of the currently selected cell. You can use the formula bar to edit the contents of a cell.

Quick Access Toolbar: Above the ribbon, you will see the Quick Access Toolbar, which contains a small set of frequently used commands.

Name Box: To the left of the formula bar, you will see the Name Box, which displays the address of the currently selected cell.

Status Bar: At the bottom of the Excel window, you will see the status bar, which displays information about the currently selected cells, such as the sum of the selected values.



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

Ans- In Microsoft Excel, a relative cell reference is a reference to a cell that adjusts when the formula is copied to other cells. This type of reference is most commonly used when you want to perform the same calculation in multiple cells, but with slightly different inputs.

For example, suppose you have a formula in cell A1 that adds the values in cells B1 and C1. If you want to copy this formula to cell A2, you would use a relative cell reference, so that the formula in cell A2 would refer to cells B2 and C2 instead of B1 and C1.

Relative cell references are also commonly used when creating relative formulas, such as summing the values in a range of cells relative to the current cell. In these cases, the relative reference will adjust automatically when the formula is copied to other cells.

In general, you should use a relative cell reference when you want the formula to adjust based on the position of the cell that contains the formula, such as when copying the formula to another cell or when using the formula to perform a calculation relative to the current cell.