

Q4] Which Key is used as a shortcut for opening a new window document?

Ans:- Ctrl + N is used as a shortcut for opening a new window document.

Q5] What are the things that we can notice after opening the Excell Interface?

Ans:- Cells, Quick Access Tool Bar, Ribbon, Name Box, Formula Quick Menu, Formula Bar, Status Bar, worksheet view options, Zoom slider control and Zoom percentage Indicator are things we can notice after opening the Excell Interface.

Q6] When to use Relative cell reference in Excell?

Ans:- Relative References are especially convenient whenever you need to Repeat the same calculations across multiple Rows and Columns.

example:- If you copy formula $= A1 + B1$ from Row 1 to Row 2 the formula will become $= A2 + B2$