

# 1 NEURON

## \* Advance Excel Assignment No 1 \*

Q1] What do you mean by cells in an Excel sheet?

Ans:- In the Excel worksheet, a cell is a Rectangular-shaped box. It is the small unit of the Excel spreadsheet.

- An Excel worksheet contains cells in Rows and Columns. Rows are labelled as numbers and Columns as Alphabets.
- Excel allows the user to enter any type of data in Excel cells such as numeric, text, date and time data.

Q2] How can you restrict some one from copying a cell from your worksheet?

Ans:- Yes, it is possible to protect the worksheet cell from getting copied. You need to go into Menu bar > Review > Protect sheet > Password. By entering the password, you can secure your worksheet by getting copied by others.

Q3] How to move or copy the worksheet into another workbook?

Ans:- Click on the sheet you want to copy, On the Edit menu, click sheet > move or copy Sheet. On the To Book menu, click the Workbook that you want to copy the sheet to.