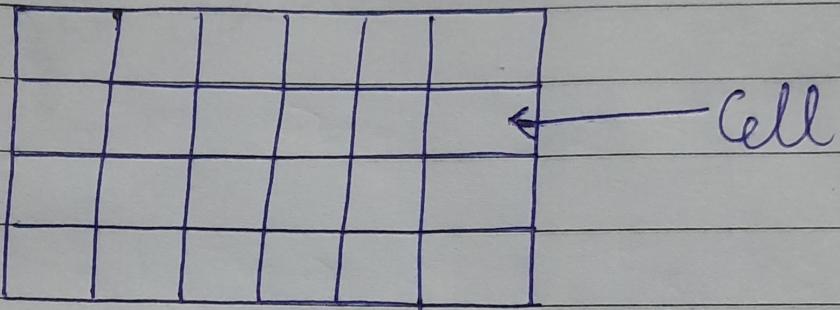


## Assignment $\Rightarrow$ 1

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

Ans  $\Rightarrow$  A cell is a rectangular shaped box. Excel worksheet contains cells to store the information.



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

Ans  $\Rightarrow$  You need to go into :-

[menu bar]  $\rightarrow$  [Review]  $\rightarrow$  [Protect sheet]



[Password]

By entering password, you can secure your worksheet.

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

Ans →

- (a) Right click on the worksheet tab you want to move or copy.
- (b) Select move or copy.
- (c) Check the box  create a copy
- (d) Drag the sheet ~~tab~~ to the location where you want.

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

Ans →

$\text{Ctrl} + \text{N}$

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

Ans →

- (a) Ribbon
- (b) Name Box
- (c) Formula Bar
- (d) Zoom Slider Control
- (e) Zoom percentage indicator
- (f) Quick Access Toolbar
- (g) Status Bar

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

Ans → When the same calculation is required  
across different rows or columns.