**EXCEL ASSIGNMENT 1**

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

* An Excel cell is a rectangular box in a spreadsheet and is the basic unit of Excel.
* A cell is the intersection of a column (denoted as a letter) and a row (denoted as a number). Cells can store values ​​in number, text, date formats, a combination of numbers and text, and so on. There are 17179869184 cells, about 17 billion cells in Excel.

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

* I can easily restrict everyone from copying any cell from my worksheet.
* I have different options to prevent everyone from copying my worksheets such as I can try to protect Worksheets with password or uncheck Select locked cells.
* By using password no-one will be able to open the worksheet without having the password.
* And if I selected the locked cells option then the person who has data set only be able to see the data but won’t be able to edit or copy the data from the worksheet.

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

* There are two main ways to copy a sheet to another workbook on a PC:

1. **First:**

* Open both spreadsheets.
* Right-click on the sheet you want to move.
* Click “Move or Copy.”
* Click on the “To book” dropdown menu and find the workbook you want this sheet to move to.
* Select the “Create a copy” checkbox at the bottom of the window.
* Click “OK.”
* This will move the sheet to another workbook.

1. **Second:**

* Open both spreadsheets.
* Click and drag the sheet you want to move to the other workbook.
* Click and hold “CTRL” before releasing the sheet.
* If the formulas haven’t migrated properly, try the following: copy the sheet with all the formulas you’ve created to another workbook, select all the cells of the sheet (Ctrl + A), right-click “Copy” or CTRL + C and paste the info in the separate workbook. That should copy the formulas as well.

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

* **Ctrl + N** is used as a shortcut for opening a new window document.

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

* The things that we can notice after opening the excelinterface are Worksheet, Status Bar, Quick Access Toolbar, Ribbon, Name Box, Formula Quick Menu, Formula Bar, View Options, Zoom Slider Control, and the Zoom Percentage Indicator.

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

* Whenever we need to repeat the same calculation across multiple rows or columns, that time we should use relative references because they are very convenient in such cases.
* By default, all cell references are relative references. When copied across multiple cells, they change based on the relative position of rows and columns.