1. Cells in ms excel refers to rectangular box which were used to intersection of vertical columns and horizontal rows. Each cell has its own coordinates i.e., A1,A2,v5,… we can insert either numbers or alphabets or both combine in a cell.
2. To restrict copying worksheet by others we need to protect by password. Go to Review tab > protect worksheet/protect workbook.
3. To copy we need to create new worksheet and copy & create new duplicate sheet. Or else by go to home > format > move or copy sheet. This is by using ribbon method.
4. ‘Crtl+N’ is used for opening new document in excel.
5. We notice Title bar, row headings , column headings , formula box, worksheet tab, tabs(file, home, page layout, formulas, data , review, view , help),read layout , web layout, print layout etc..
6. Relative reference is used to repeat the same calculation across the multiple rows and columns whenever repeated.