**Advance Excel Assignment 1**

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

Answer: A cell is a rectangular box that occurs at the intersection of a vertical column and a horizontal row in a worksheet.

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

Answer: These are following steps to be followed for protecting the cells from copying :

Step1 : Go to Menu bar, Step2 : Click on Review, Step3: Go for Protect sheet and Step4: Set your password

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

Answer:

* Open both workbook
* Right click on the sheet you want to move
* Click move and copy
* Click on ‘to book’ dropdown menu and find the workbook you want sheet to move into
* Select to create a copy checkbox at the bottom
* Click ok

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

Answer: ctrl+N

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

Answer:

* Quick access toolbar
* Name box
* Select all button
* Row headings
* Sheet tab controlling buttons
* Status bar
* Sheet tabs
* Formula bar
* Ribbon tabs
* Column heading
* Title bar
* Active Cell
* Ribbon groups
* Vertical scroll bar
* Zoom controls
* Horizontal scroll bar

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

Answer: It is basic cell references that adjust and changes when copied or when using autofill.