

# Advance Excel Assignment 1

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

A cell is an area on a spreadsheet where data can be entered. Each cell acts as an individual entity in the spreadsheet. Cells are boxes formed by the intersection of vertical and horizontal lines that divide the spreadsheet into columns and rows.

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

Yes, it is possible. In order to protect your worksheet from getting copied, you need to go into Menu bar >Review > Protect sheet > Password. By entering password, you can secure your worksheet from getting copied by others.

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

Copy a sheet to another workbook

Click the sheet that 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. Tip: To create a new workbook that contains the moved sheet, click new book.

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

Ctrl + N

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

The Excel Starter startup screen appears, and a blank spreadsheet is displayed. In Excel Starter, a spreadsheet is called a worksheet, and worksheets are stored in a file called a workbook. Workbooks can have one or more worksheets in them.

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

Relative reference is a type of cell reference in Excel. This reference changes when the formula is copied to any other cell or any other worksheet. Relative cell references are used whenever calculations need to be repeated.

For example, if you copy the formula  $=A1+B1$  from row 1 to row 2, the formula will become  $=A2+B2$ . Relative references are especially convenient whenever you need to repeat the same calculation across multiple rows or columns.