

Advance Excel Assignment 1 Solution

Q1 What do you mean by cell in an excel sheet?

Ans) Cell is defined as a intersection of rows and column.

Q2) How can you restrict someone from copying a cell from a worksheet?

- Right click on cell and click on format cells.
- Click on protection.
- Under the protection tab Mark the check box for Locked/Hidden.
- Go to review tab and click on protect sheet .
- Provide the password for protecting sheet and formulas in the selected will be hidden for viewing.

Q3) How to move or copy worksheet into another workbook?

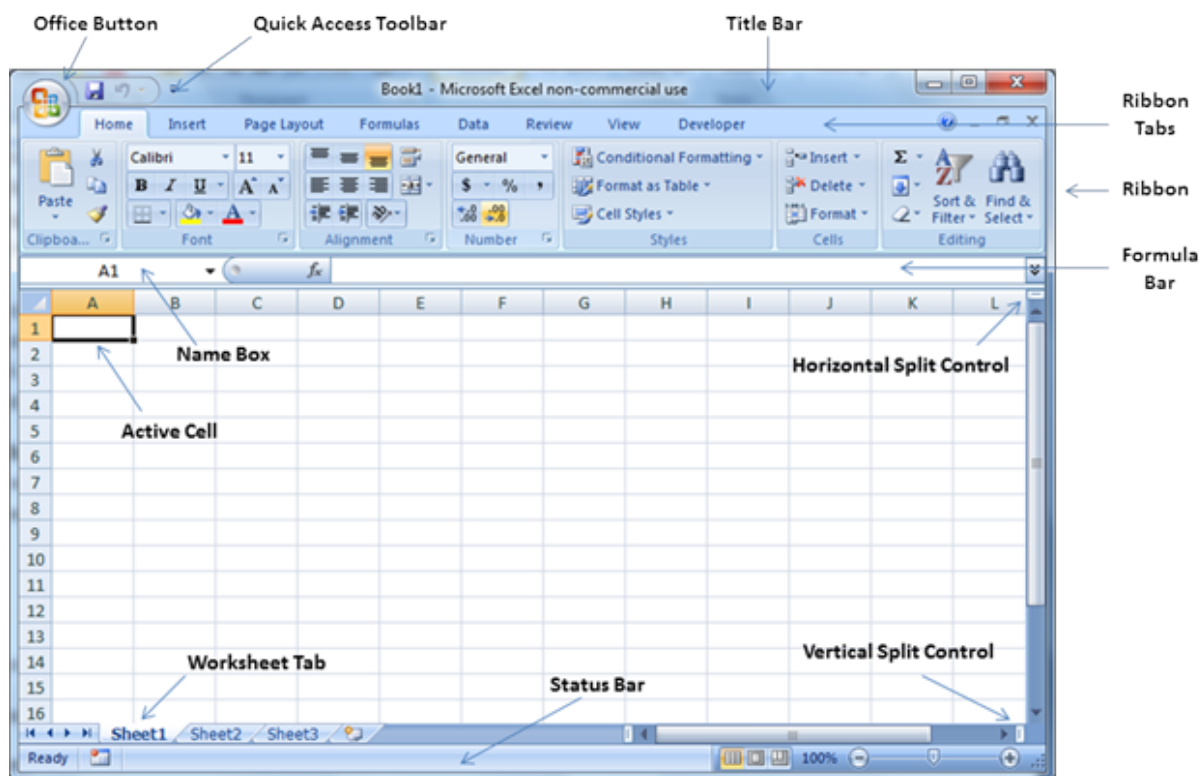
Ans) Right click on the sheet tab and select “move or copy” and use the dialogue option to choose the appropriate workbook/destination.

Q4) Which key is used as a shortcut for opening a new window document?

Ans) Ctrl+N

Q5) What are the things that we can notice after opening an excel interface?

Ans)



- Title bar=contains both name of application and spreadsheet
- Menu bar=displays all menus like home,insert,page layout etc.
- Column heading/Row heading
- Name box
- Formula bar
- Cell
- Navigation button sheet tab

Q6)When to use a relative cell reference in excel?

Ans)Relative cell reference changes when the formula is copied to any other cell or any other worksheet.it uses whenever calculations need to be repeated.