**Advance Excel Assignment 1**

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

Every worksheet is made up of thousands of rectangles, which are called **cells**. A cell is the **intersection** of a **row** and a **column**. Cells are the basic building blocks of a worksheet. Each cell has its own **name**—or **cell address**—based on its column and row. In this example, the selected cell intersects **column C** and **row 5**, so the cell address is **C5**. The cell address will also appear in the **Name box**.

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

To prevent other users from accidentally or deliberately changing, moving, or deleting data in a worksheet, you can lock the cells on your Excel worksheet. We can lock **Formulas and Ranges** in an unprotected sheet. Worksheet protection is a two-step process: the first step is to unlock cells that others can edit, and then you can protect the worksheet with or without a password.

**Step 1: Unlock any cells that needs to be editable**

**Step 2: Protect the worksheet.**

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

The common way to copy a sheet to another workbook is this:

1. Right click on the tab that you want to copy, and then click **Move or Copy…**
2. In the *Move or Copy* dialog box, do the following:
   * Under *To book*, choose the target file. To place a copy into a new workbook, select *(new book).*
   * Under *Before sheet*, specify where to put the copy.
   * Select the **Create a copy** box.
   * Click *OK*.

Apart from this traditional route, there is one more way to do the same thing simply by dragging a sheet from one Excel file to another.

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

The “SHIFT + F11” key is used as a shortcut for opening a new window document.

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

The interface components of Excel include the **Quick Access Toolbar, Ribbon, Name Box, Formula Quick Menu, Formula Bar, Status Bar, Worksheet View Options, Zoom Slider Control, and the Zoom Percentage Indicator**.

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

A **relative reference** in Excel is a cell address without the $ sign in the row and column coordinates, like A1.

When a formula with relative cell references in copied to another cell, the reference changes based on a relative position of rows and columns. By default, all references in Excel are relative.

The relative reference makes the cells reference free. It gives the fill function freedom to continue the order without restrictions.