

Advance Excel Assignment 1

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

Solution: Cell is a rectangular box which occurs at the intersection of a vertical column and a horizontal row in an excel worksheet. Columns are identified by letters (A, B, C), while rows are identified by numbers (1, 2, 3).

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

Solution: 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?

Solution:

1. Open the source and the target workbook. The source workbook contains the worksheet you want to copy or move; you'll be moving or copying the source worksheet to the target workbook. Both workbook files must be open. Use the demonstration file as the source workbook to follow along. Open a second workbook to act as the target. Any workbook file will do, even if it's a new blank workbook.
2. In the source workbook, navigate to the sheet you want to copy or move.
3. Right-click the sheet tab in the source workbook and choose Move or Copy from the resulting shortcut menu, as you did in the last section.
4. In the Move or Copy dialog, choose the target sheet from the To Book dropdown. Excel will display only open workbooks in this list.
5. If you want to copy rather than move the sheet, click the Create a Copy option at the bottom of the dialog
6. Click OK, and Excel will move or copy the sheet to the target workbook.

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

Solution: Ctrl + N

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

Solution: We can see many things like

1. Title Bar

2. Worksheet tabs
3. Ribbon Tabs
4. Ribbon
5. Office button
6. Name Box
7. Formula Bar
8. Status Bar

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

Solution: Relative references are especially convenient whenever you need to repeat the same calculation across multiple rows or columns.