**Advance Excel Assignment 1**

**Q1.** What do you mean by cells in an excel sheet?

**Ans:** Cells in an Excel sheet are the individual boxes where you can enter data. Each cell is identified by its column letter and row number (e.g., A1, B2).

**Q2.** How can you restrict someone from copying a cell from your worksheet?

**Ans:** To restrict someone from copying a cell in your worksheet, you can protect the sheet and lock the specific cells:

1. Lock Cells: Select the cells you want to restrict, right-click, and choose "Format Cells." In the "Protection" tab, check "Locked."

2. Protect Sheet: Go to the "Review" tab, click "Protect Sheet," and set a password. Ensure the options to allow selecting locked cells and other actions are unchecked.

This will prevent users from copying the locked cells.

**Q3.** How to move or copy the worksheet into another workbook?

Ans: To move or copy a worksheet into another workbook in Excel

1. Right-Click the Sheet Tab: Right-click the tab of the worksheet you want to move or copy.

2. Select "Move or Copy": Choose "Move or Copy" from the context menu.

3. Choose Destination Workbook: In the dialog box, select the destination workbook from the drop-down menu. If you want to move or copy to a new workbook, select "(new book)".

4. Choose Location: Select the position where you want the worksheet to be placed.

5. Check "Create a Copy": If you want to copy (not move), check the "Create a copy" box.

6. Click OK: Click "OK" to complete the process.

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

Ans: The shortcut key for opening a new window document in most applications, including web browsers and some office software, is Ctrl + N (Command + N on Mac).

Q5. What are the things that we can notice after opening the Excel interface?  
Ans: After opening the Excel interface, you can notice the following components:

1. Ribbon: Contains tabs (Home, Insert, Page Layout, etc.) with various tools and options.

2. Workbook: The file that contains one or more worksheets.

3. Worksheet Tabs: Tabs at the bottom indicating different sheets within the workbook.

4. Cells: The individual boxes where you input data, organized in rows and columns.

5. Formula Bar: Displays the contents of the active cell and allows for formula entry.

6. Name Box: Displays the reference of the active cell.

7. Column and Row Headers: Letters (columns) and numbers (rows) to identify cells.

8. Status Bar: Displays information about the current mode and operations, such as sum, average, etc.

9. Quick Access Toolbar: A customizable toolbar for frequently used commands.

10. Scroll Bars: Horizontal and vertical scroll bars to navigate through the worksheet.

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

Ans: Use a relative cell reference in Excel when you want the cell reference to adjust automatically when you copy or move the formula to another cell. This is useful for performing the same calculation across multiple cells. For example, if you have a formula in cell B1 that references A1 (e.g., `=A12`), and you copy this formula to B2, it will automatically adjust to reference A2 (e.g., `=A22`).