**Advance Excel Assignment 1**

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

Ans: Each worksheet consists of thousands of rectangles called cells. Cells are the intersection of rows and columns. Columns are identified by letters (A, B, C) and rows are identified by numbers (1, 2, 3). cell. Each cell has its own name (or cell address) based on its columns and rows.

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

Ans: To prevent someone from copying the cell from Excel, you can lock and copy the cell by following the steps below.

* Select the cell you want to lock.
* On the Home tab, in the Alignment group, click the small arrow to open the Format Cell pop-up window. (Or use Ctrl + Shift + F)
* On the Protection tab, select the Block check box and click OK to close the pop-up.

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

Ans:

Method 1: **Move** or **Copy**

1.Right-click the tab you want to copy and click Go or Copy

2. In the Move or Copy dialog box, do the following:

* Under To post, select the target file.
* Select (New Book) to place a copy in the new workbook.
* In Previous Sheet, specify where you want to place the copy. Select the Make a copy check box. Click OK.

Method 2: **Drag** and **Drop**

1. Click on the tab/sheet that should be copied.
2. Hold your mouse button down while you drag it over.
3. Then release and drop it wherever you want it to go in the new workbook.

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

Ans: **Ctrl + N**

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

Ans: Below are the UI features of MS Excel:

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| **Interface Element** | **Description** |
| Ribbon Tabs | Ribbon Tab is a tab that organizes commands by topic |
| The Ribbon | Commands underneath the Tabs |
| Ribbon Groups | Grouping of related commands |
| Dialog Box Launcher | Opens a dialog box that includes additional commands |
| Quick Access Toolbar | One click access to any frequently used command |
| Name Box | Displays cell location and can be used to navigate to a cell location |
| Select All Button | Selects all the cells in a worksheet |
| Formula Bar | View, enter, or edit cell contents |
| Insert Function Button | Displays Insert Function dialog box |
| Scroll Bars | Used to navigate up, down, left & right |
| Zoom Slider | Zoom into an area of the worksheet |
| View Buttons | Switch between Normal, Page Layout and Page Break Preview views |
| Worksheet tabs | Tabs used to select individual worksheets |
| The Workspace | The area inside of the columns and rows used in Excel |
| Columns | Columns use letters |
| Rows | Rows use numbers |

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

Ans: Relative cell references are basic cell references that are adjusted and modified when you copy or use AutoFill. This can be used when copying or using AutoFill when cell references need to remain the same.

For example, if you copy the formula = A1 + B1 from line 1 to line 2, the formula becomes = A2 + B2. Relative references are especially useful when you need to repeat the same calculation across multiple rows or columns.

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