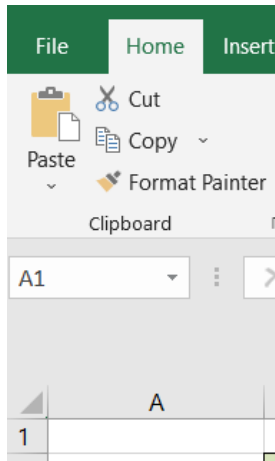


Advance Excel Assignment 1

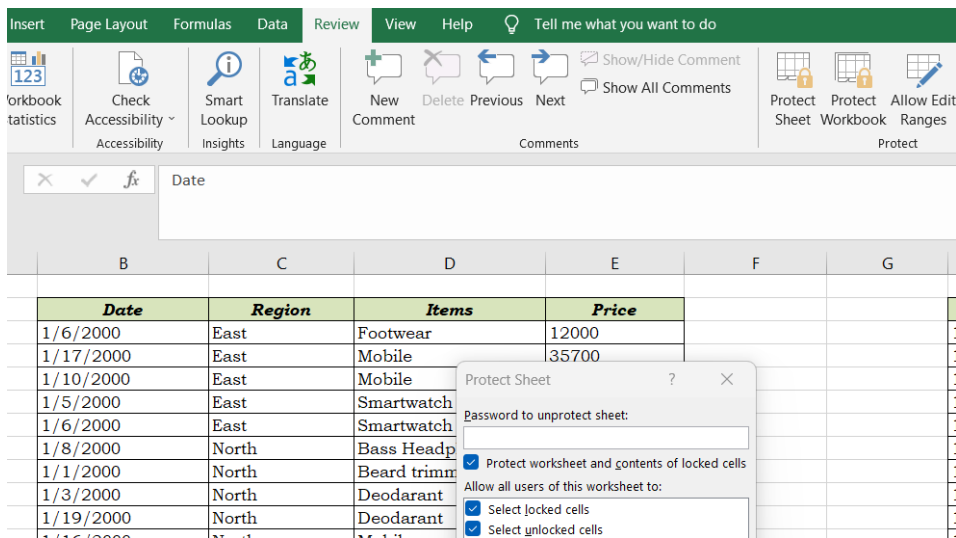
What do you mean by cells in an excel sheet?

The cell is located at the intersection of rows and columns. Each cell is identified by a combination of letters in the column section and row number which is also called cell reference, for example, cell A1 where A is the column letter and 1 is the row number. They are used to store and manipulate data entered into them.



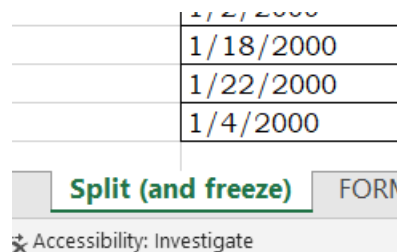
How can you restrict someone from copying a cell from your worksheet?

We can restrict someone from copying a cell from a worksheet by selecting the cell which we want to restrict then right-clicking and choosing format cells than in the protection tab check the locked section and click ok. After that, we can go to the Review tab in excel and then Protect Sheet.



How to move or copy the worksheet into another workbook?

To move or copy the worksheet into another workbook we can go to the below-mentioned sheet and right-click on it then we will be able to see an option to move or copy. As per our need, we can then move or copy the sheet to the desired location in the workbook.

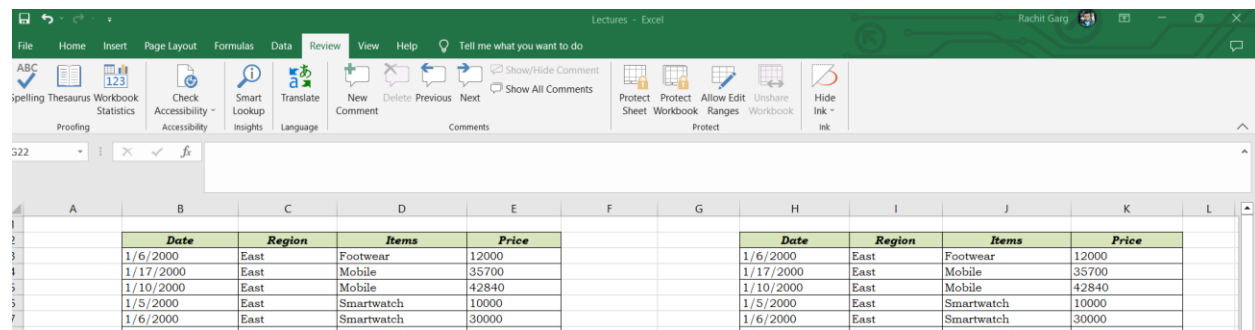


Which key is used as a shortcut for opening a new window document?

Ctrl + N

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

1. Worksheet
2. Ribbon
3. Quick Access Toolbar
4. Formula Bar
5. Cell Grid
6. Status Bar
7. Name Box
8. Zoom Control
9. File Menu



When to use a relative cell reference in excel?

A relative cell reference is used when we want to refer to a cell or range of cells in a formula that will change based on the position of the formula. The relative reference adjusts automatically when the formula is copied to another cell.