**Advance Excel Assignment 1**

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

Answer: A cell in Excel is a rectangular shaped box on the spreadsheet and the basic unit of Excel. Cells are the intersection of columns (labeled as alphabets) and rows (labeled as numbers). Cells can store values in numbers, text, date format, the combination of numbers and texts, etc.

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

Answer: In order to protect worksheet from getting copied, we need to go into Menu bar >Review > Protect sheet > Password. By entering password, we can secure your worksheet from getting copied by others.

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

Answer: We can use the Move or Copy Sheet command to move or copy entire worksheets, to other locations in the same or a different workbook. You can use the Cut and Copy commands to move or copy a portion of the data to other worksheets or workbooks.

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

Answer: To open a new window document we can press “**ctrl+N**”

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

Answer: Excel interface 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?

Answer: Relative reference is the default cell reference in Excel. It is simply the combination of column name and row number without any dollar ($) sign. When we copy the formula from one cell to another the relative cell address changes depending on the relative position of column and row. C1, D2, E4, etc are examples of relative cell references. Relative references are used when we want to perform a similar operation on multiple cells and the formula must change according to the relative address of column and row.

