

Advanced Excel Assignment 1

1. **Cell:** A cell is a rectangular area formed by intersection of a row & a column in an excel sheet. Cells are identified by the cell reference which is basically a combination of column letter with Row number e.g. B5 (located at intersection of B Column & 5th Row)
2. First, go to review tab in excel & then click on “**Protect Sheet**” to disable copy, paste & cell selection functionality in that worksheet. Use a password to protect & unprotect the sheet whenever required
3. Steps to move or copy the worksheet into another workbook:
 - Open the workbook where you want to move or copy the sheet to
 - Click on the workbook that contains the sheet you want to move
 - Right click on sheet tab then click on move or copy option
 - Under to book option select the workbook name where you want to move your current sheet
 - Please check the create a copy option
4. Control + N is the shortcut key to open new window document
5. You will see the followings after opening an excel:
 - Title bar
 - Menu bar
 - Toolbar
 - Row headings
 - Column headings
 - Name bar

- Formula bar
- Blank worksheet (Cells)
- Navigation panel
- Sheet tabs
- Scroll bar
- Zoom Window
- Page layout option

6. Relative Reference are used when we want to perform similar operations on multiple cells & the formula must change according to the relative address of column & row. E.g. we have Units sold & Price/Unit data in column A & B, now we want to create Revenue in column C. We will simply multiply data from column A to the corresponding value of Column B and drag it below to create Revenue output in column C ($C2 = A2*B2$ and so on)