

Advance Excel Assignment 1

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

Ans: Cell is a rectangular box you see in the grid of an Excel workbook. Each cell is identified on excel workbook by unique cell location which is created using column & row. For example, cell is in A column and row 3, so it is cell A3.

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

Ans: To restrict someone copying a cell from worksheet follow the given steps:
Go to Review Tab > Click on click on protect sheet > Tick mark Select Locked cells and Select Unlocked cells> Enter password> Click on Ok
By entering password, you can secure your workbook from copying cell.

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

Ans: Please follow below path to move or copy the worksheet into another workbook

- Right click on workbook which you have to move or copy
- Select Move or copy
- Select the workbook from "To book" in which you have to move or copy the current workbook
- If you want to copy workbook, click on create a copy and then click on Ok else click on Ok to move current workbook into another 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: The interface components of Excel include

- Quick Access Toolbar
- Ribbon
- Name Box
- Formula Quick Menu
- Formula Bar
- Status Bar
- Worksheet View Options
- Zoom Slider Control
- Zoom Percentage Indicator

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

Ans: Relative cell reference used whenever you need to repeat the same calculation or formula across the multiple rows or columns.