1. **CELLS IN AN EXCEL SHEET**

Cell: A cell is **a rectangular area formed by the intersection of a column and a row**. Cells are identified by the Cell Name (or Reference, which is found by combining the Column Letter with the Row Number.

Column letters are represented by capital letters and row numbers start from 1.

(or)

Every excel sheet is made up of thousands of rectangles, which are called cells. Each cell has its name or cell address based on its column and row.

For example, the cell in Column "C" in Row "3" would be cell C3.

The cell in column “AB” in row “1234” would be AB1234.

1. To protect our worksheet from getting copied, we need to go into the **Menu bar >Review > Protect sheet > Password**. By entering the password, we can secure our worksheet from getting copied by others.

The password must be strong.

(or)

we can either hide the formula or lock the cells. In both cases, we have to protect the worksheet with a password.

The method to hide the formula in a cell or cells is

1. Select the cells or cells,
2. Right Click, Format cells,
3. Under the Protection Tab, Mark the checkboxes for Locked/Hidden,
4. Go to Review Tab and click on protect sheet
5. provide the password for protecting the sheet and formulas in the selected will be hidden for viewing.
6. To move a sheet to another workbook first open the workbook that you want to move the sheet to. On the Window menu, click the workbook containing the sheet you want to move. Click the sheet that you want to copy to the other workbook.

**On the Edit menu, click Sheet > Move or Copy Sheet**.

Now sheet will be copied/moved to a required workbook.

1. “**ctrl+O**” key is used as a shortcut for opening a new window document.
2. The Excel Starter startup screen appears, and **a blank spreadsheet** is displayed. In Excel Starter, a spreadsheet is called a worksheet, and worksheets are stored in a file called a workbook. Workbooks can have one or more worksheets in them.
3. Relative references are especially convenient **whenever you need to repeat the same calculation across multiple rows or columns**.

For example, if you copy the formula =A1+B1 from row 1 to row 2, the formula will become =A2+B2.