Advance Excel Assignment 1

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

Ans - A cell is the intersection of a row and a column. Columns are identified by letters (A, B, C), while rows are identified by numbers (1, 2, 3). A cell. Each cell has its own name or cell address based on its column and row. In this example, the selected cell intersects column C and row 5, so the cell address is C5.

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

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

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

Ans - Open the workbook that you want to move the sheet to. On the Window menu, click the workbook that contains the sheet that 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.

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 -

1. Quick Access Toolbar
2. File Tab
3. Title Bar
4. Control Buttons
5. Menu Bar
6. Ribbon/Toolbar
7. Dialog Box Launcher
8. Name Box
9. Formula Bar
10. Scroll Bars
11. Spreadsheet Area
12. Leaf Bar
13. Column Bar
14. Row Bar Cells
15. Cells
16. Status Bar
17. View Buttons
18. Zoom control

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

Ans - 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.