Advance Excel Assignment 1

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

Ans – Cells are the area which is intersection of column and row. Cells are identified by cell name like A1, B1. Where A is column name and 1 is the row number.

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

Ans – If we want to protect a cell from our worksheet from getting copied then Go to the Review and then go to the Protection tab and uncheck Locked option and click Ok. Now select only the cells or columns, rows that you want to protect. Right click and choose Format cells again. Go to the protection tab and check Locked option and click Ok.

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

Ans – Open the worksheet you want to copy and then On the View tab, in the Windows group, click View Side by Side. This will arrange the two workbooks horizontally.

In the source workbook, click the sheet tab you'd like to copy, hold down the Ctrl key and drag the sheet to the target workbook.

4. Which key is used as a shortcut for opening a new window document? – CTRL + N

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

Ans - The Excel interface include the Quick Access Toolbar, Ribbon, Name Box, Formula Quick Menu, Formula Bar, Status Bar, Worksheet View Options, pivot table, and many more things that can make our work easier and simpler.

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

Ans – We use relative cell reference in excel whenever we need to repeat the same calculation across multiple rows or columns.