

Advance Excel Assignment 1

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

Ans. Every worksheet is made up of thousands of rectangles, which are called cells. 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.

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. Press CTRL and drag the worksheet tab to the tab location you want.

OR

- Right click on the worksheet tab and select Move or Copy.
- Select the Create a copy checkbox.
- Under Before sheet, select where you want to place the copy.
- Select OK.

4. Which key is used as a shortcut for opening a new window document?

Ans. To quickly create a new blank file, press Ctrl + N key is used as a shortcut

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

Ans. The Excel Starter start-up 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.

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

Ans. A relative reference in Excel is a pointer to a cell or range of cells. -This is the most widely used type of cell reference in formulas. Relative cell references are basic cell references that adjust and change when copied or when using AutoFill.

Example:

=SUM(B5:B8), as shown below, changes to =SUM(C5:C8) when copied across to the next cell.