Excel Assignment #1

Ans.1 – Cells are the boxes you see in the grid of an Excel worksheet. Each cell is identified on a worksheet by its reference, the column letter and row number that intersect at the cell's location. This cell is in column D and row 5, so it is cell D5. The column always comes first in a cell reference.

The specifications for Excel Worksheet current versions include: number of rows per worksheet: 1,048,576 , number of columns per worksheet: 16,384 and total cells per worksheet: 17,179,869,184.

Use cell references in a formula

* Click the cell in which you want to enter the formula.
* In the formula bar. , type = (equal sign).
* Do one of the following, select the cell that contains the value you want or type its cell reference. ...
* Press Enter.

**Ans. 2 –** To prevent other users from accidentally or deliberately changing, moving, or deleting data in a worksheet, you can lock the cells on your Excel worksheet and then protect the sheet with a password. Say you own the team status report worksheet, where you want team members to add data in specific cells only and not be able to modify anything else. With worksheet protection, you can make only certain parts of the sheet editable and users will not be able to modify data in any other region in the sheet.

Worksheet protection is a two-step process: the first step is to unlock cells that others can edit, and then you can protect the worksheet with or without a password.

**Step 1: Unlock any cells that needs to be editable**

1. In your Excel file, select the worksheet tab that you want to protect.
2. Select the cells that others can edit.
3. Right-click anywhere in the sheet and select **Format Cells** (or use **Ctrl+1**, or **Command+1** on the Mac), and then go to the **Protection** tab and clear **Locked**.

**Step 2: Protect the worksheet**

Next, select the actions that users should be allowed to take on the sheet, such as insert or delete columns or rows, edit objects, sort, or use AutoFilter, to name a few. Additionally, you can also specify a password to lock your worksheet. A password prevents other people from removing the worksheet protection—it needs to be entered to unprotect the sheet.

Given below are the steps to protect your sheet.

1. On the **Review** tab, click **Protect Sheet**.
2. In the **Allow all users of this worksheet to** list, select the elements you want people to be able to change.

**Ans. 3** – You can use the Move or Copy Sheet command to move or copy entire worksheets (also known as sheets), to other locations in the same or a different workbook. You can use the Cut and Copy commands to move or copy a portion of the data to other worksheets or workbooks.

Move a worksheet within a workbook

* Select the worksheet tab, and drag it to where you want it.

Note *: When you move a sheet to another workbook, check any formulas or charts that refer to data on the sheet because moving the sheet might cause errors or produce unintended results in your data. Similarly, if you move a sheet that is referred to by 3-D references, the calculation might include or leave out data on the sheet.*

Copy a worksheet in the same workbook

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

OR

1. Right click on the worksheet tab and select Move or Copy.

2. Select the Create a copy checkbox.

3. Under Before sheet, select where you want to place the copy.

4. Select OK.

**Ans. 4 –** To quickly create a new blank file or document, press **Ctrl + N**.

**Ans. 5 –** The rectangular grid of rows and columns described in Excel Spreadsheets is only one part of the Excel user interface. The entire interface is as follows:

**Title Bar** – Contains the name of the workbook. The default is Book1 (and then Book2, etc.). This is replaced by the filename once the Excel workbook is saved.

**Worksheet Tabs** – A list of all the worksheets in the workbook. By default, these are labeled Sheet1, Sheet2, etc. You can access other capabilities by right-clicking on any of the worksheet tabs or the worksheet tab arrows.

**Ribbon Tabs** – The top-level menu items ,the actual choices can change depending on the state that you are in. To access most capabilities in Excel you click on one of these ribbon tabs. For each tab, a different ribbon will be displayed

**Ribbon** – A collection of Excel capabilities organized into groups corresponding to some ribbon tab. For example, the Home ribbon is organized into the Clipboard, Font, Alignment, Number, etc. groups. Each group consists of one or more icons corresponding to some capabilities in Excel. For example, to center the content of a cell in a worksheet, click on that cell and then click on the center icon Excel Center Text Icon in the Alignment group on the Home ribbon. We use the following abbreviation for this sequence of steps: Home > Alignment |Center.

The Excel interface revolves around the *ribbon*, which is the strip of controls across the top section of the application window. The ribbon is comprised of tabs, which contain groups of controls, and this terminology is used to identify the location of tools.

**Office Button** – The icon in the upper left side of the Excel interface that allows you to open, save and print workbooks. When you click on this icon you will be presented with a menu of options. In addition to opening, saving and printing workbooks, there is a button called Excel Options. Clicking on this button displays a dialog box that offers you the ability to change various configuration parameters. It also contains the Add-In option that we will describe later.

**Quick Access Toolbar** – Contains frequently used icons and is located in the upper left-hand corner of the display (just to the right of the Office Button in Excel 2007 and above the File and Home tabs in versions of Excel starting with Excel 2010). Initially, the toolbar contains the Save, Repeat and Undo icons. You can add or delete icons from this toolbar by clicking on the small downward arrow at the right end of the toolbar to display a customization dialog box.

**Active Cell** – displays the currently referenced cell. This is the cell that you last clicked on with the mouse or moved to. This cell is highlighted on the display.

**Name Box** – contains the address of the active cell. You can navigate to another cell simply by entering the address of that cell in the Name Box and pressing the Enter key.

**Formula Bar** – contains the contents of the active cell. When this is a formula, the formula appears here while the value of the formula appears in the cell. You can optionally click on the fx symbol located just to the left of the Formula Bar to bring up a dialog box that helps you find the appropriate function as well as the arguments for this formula.

**Vertical/Horizontal Split Controls** – used to split the worksheet. The vertical split control is a small rectangular box located just above the vertical scroll bar. If you move the control downward, the display of the worksheet splits in two so that you can see two different parts of the worksheet at the same time. If you move the control back to its original position the two parts reunite and only one view of the worksheet is displayed.

**Status Bar** – contains certain information, including by default the sum, count and average of any highlighted range. It also contains the zoom and zoom slider, which are used to increase or decrease the size of the worksheet display. You can customize what information appears on the status bar by right-clicking on it to display a customization dialog box.

**Ans. 6**– By default, a cell reference is a relative reference, which means that the reference is relative to the location of the cell. If, for example, you refer to cell A2 from cell C2, you are actually referring to a cell that is two columns to the left (C minus A)—in the same row (2).

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. For example, We want to add the marks of two subjects entered in column A and column B and display the result in column C.

Now there are three kinds of cell references that you can use in Excel:

* Relative Cell References.
* Absolute Cell References.
* Mixed Cell References