Advance Excel Assignment 1

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

A cell is a rectangular area formed by the intersection of a column and a row. Cells are identified by the cell name reference, which is found by combining the column letter with the row number. For example cell in column ‘C’ and row ‘2’ would be C2.

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

In order to protect the worksheet from getting copied, we need to go into the menu bar > review > protect sheet > password

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

Following are the steps to move or copy a sheet into another workbook-

* Open both worksheets
* Right click on the sheet we want to move
* Click move or copy
* Click on the ‘to book’ dropdown drop-down menu and find the workbook we want the sheet to move to
* Select create a copy checkbox at the bottom of the window
* Click ok

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

CTRL +N

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

We notice many things after opening the excel interface some of the following are –

* Toolbars
* Name box
* Formula bar
* Worksheet window
* Cell
* Column headings
* Row headings
* Office assistance
* Navigation button
* Sheet tabs
* Title bar
* Menu bar etc.

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

Whenever we need to repeat the same calculations across multiple rows or columns.

