

Advance Excel Assignment 1

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

ANS. "cells" refer to the individual rectangular boxes that make up the grid or spreadsheet. Each cell is identified by a unique combination of its column letter and row number, such as A1, B2, C3, and so on.

Cells in Excel can contain various types of data, including numbers, text, dates, formulas, and functions. They are the basic building blocks where you can enter, store, and manipulate data. You can perform calculations, create formulas, apply formatting, and perform other operations within cells.

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

ANS. In Excel, you can restrict someone from copying a cell or a range of cells by using the protection features. Here's how you can do it:

1. Select the cell(s) you want to protect from being copied.
2. Right-click on the selected cell(s) and choose "Format Cells" from the context menu.
3. In the Format Cells dialog box, go to the "Protection" tab.
4. Uncheck the "Locked" checkbox. This will allow you to protect the cell(s) later while keeping them unlocked for now.
5. Click "OK" to close the dialog box.

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

ANS. To move or copy a worksheet into another workbook in Excel, you can follow these steps:

1. Open both the source workbook (containing the worksheet you want to move or copy) and the destination workbook (where you want to move or copy the worksheet to).
2. In the source workbook, right-click on the sheet tab of the worksheet you want to move or copy. Select "Move or Copy" from the context menu. This will open the "Move or Copy" dialog box.
3. In the "Move or Copy" dialog box, you will see a list of available workbooks. Select the destination workbook where you want to move or copy the worksheet to from the "To book" dropdown menu.

4. If you want to move the worksheet, make sure the "Create a copy" checkbox is unchecked. If you want to copy the worksheet, check the "Create a copy" checkbox.
5. Choose the position where you want the worksheet to be placed within the destination workbook. You can select an existing sheet from the "Before sheet" dropdown list, or you can choose to place it at the end by selecting "(move to end)".
6. Click "OK" to move or copy the worksheet.

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

ANS. The shortcut key for opening a new window document is "Ctrl + N".

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

ANS. After opening the Excel interface, there are several things you can notice:

Ribbon

Worksheet

Columns and Rows

Cell Reference

Formula Bar

Quick Access toolbar

Status Bar

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

ANS. Relative cell references in Excel are commonly used when you want to create formulas or functions that can be applied to multiple cells or copied across different cells.