Advance Excel Assignment 1

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

Ans: - Cell is the area formed by intersection of row and column.

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

Ans: - We can protect our excel sheet from other viewers by going into REVIEW tab and selecting PROTECT SHEET.

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

Ans: -

* Open Workbook
* Select the area of sheet you want to copy and right click on the selected part.
* You will see “Move or Copy Option” click on it and check the option “create a copy”.
* Now select the workbook where you want to copy and click OK.

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

Ans: - Ctrl+n for opening new window.

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

Ans: -

* Quick Access ToolBar
* Tabs
* Ribbon
* Formula bar
* Column heading
* Scroll bar
* Zoom in/out option.
* Aggregation at bottom.

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

Ans: - It can be used when we want to perform the similar operation multiple time on the subsequent next cell of same row/column.

As the address(a-z,0-99..) will change accordingly when we move the cursor or shift to the next cell.