

Advance Excel Assignment 1

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

A cell in an excel sheet refers to a single rectangular box or unit within the grid-like structure of the spreadsheet. It is the basic building block of an Excel worksheet and is identified by a unique combination of a column letter and a row number.

For example, cell A1 represents the intersection of column A and row 1.

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

In Excel, you can take these steps to restrict someone from copying the contents of a cell from your worksheet by using following way.

- Open the worksheet you want to protect.
- Click on the "Review" tab in the Excel ribbon.
- Click on "Protect Sheet."
- In the "Protect Sheet" dialog box, you can set a password if you want. This step is optional but if you want you can do this step.
- Uncheck the "Select locked cells" option.
- Click "OK" to apply the protection.

This will restrict someone from copying a cell from your worksheet.

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

Steps for moving or copying a worksheet from one Excel workbook to another workbook are as follows

Moving the worksheet into another workbook:

- Open the source workbook which the worksheet you want to move.
- Right-click on the tab of the worksheet you want to move at the bottom of the Excel window.
- The menu will appear, select "Move or Copy."
- In the "Move or Copy" dialog box that opens, you'll see a dropdown list labeled "To book." Choose the target workbook.

- Select the position where you want the worksheet to be placed within the target workbook using the "Before sheet" dropdown list.
- Click "OK" to complete the move. The selected worksheet will now be moved to the target workbook.

Copying the worksheet into another workbook:

- Open the source workbook which the worksheet you want to move.
- Right-click on the tab of the worksheet you want to copy.
- Select "Move or Copy" from the context menu.
- In the "Move or Copy" dialog box, choose the target workbook in the "To book" dropdown list.
- Select the position within the target workbook using the "Before sheet" dropdown list.
- Check the "Create a copy" checkbox at the bottom of the dialog box.
- Click "OK" to complete the copy. A copy of the selected worksheet will now be placed in the target workbook.

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

Microsoft Office programs like Word, Excel, and PowerPoint, the shortcut key used to open a new window or document is Ctrl + N. Pressing Ctrl key and N will typically open a new, blank window or document within the active application.

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

When you open the Excel interface, you'll see a window with various components and features that allow you to work with spreadsheets and data. Here are the key things you'll notice after opening the Excel interface:

Title Bar, Ribbon, Quick Access Toolbar, Worksheet Area, Formula Bar, Column Headers, Row Headers, Status Bar, View Options, Sheet Tabs, Scroll Bars, Zoom Controls.

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

In Excel, a relative cell reference adjusts when you copy a formula to another cell. It changes its reference relative to the position of the formula's destination cell

We will use relative cell references in the following scenarios:

Calculations across multiple rows or columns, applying a formula to different data sets,
Creating Patterns, relative references are helpful when you want your formulas to adapt to different positions and apply the same type of calculation to various sets of data.