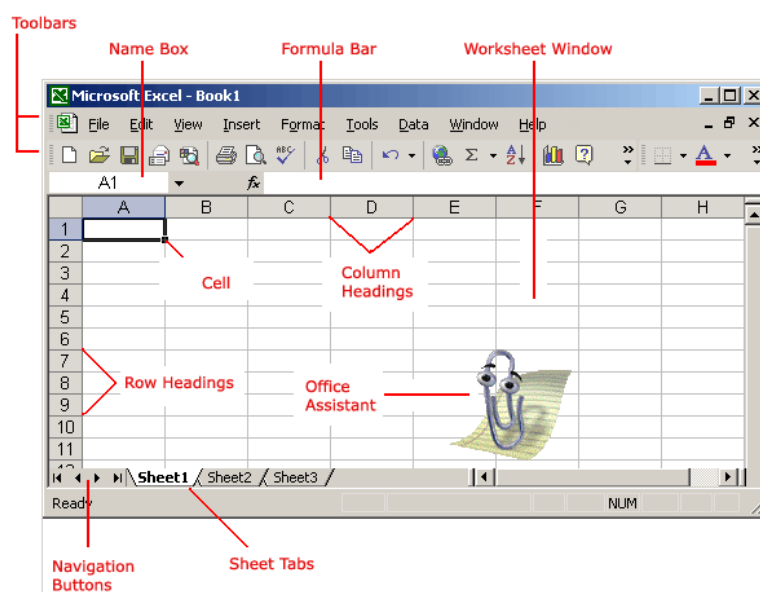


Advance Excel Assignment 1

1. what do you mean by cells in excel sheet?
A cell is the intersection of a row and a column.
2. How can you restrict someone from copying a cell from your worksheet?
 - 1) First, go to the Review tab. From the Protect option of the ribbon, select the option Protect Sheet.
 - 2) Now, a new dialogue box named "**Protect Sheet**" will appear.
 - 3) Next, insert a password in the box named "**Password to unprotect sheet**".
 - 4) Then, uncheck the options "**Select locked cells**" & "**Select unlocked cells**".
 - 5) Now, press **OK**.
 - 6) After that, a new dialogue box will appear named "**Confirm Password**".
 - 7) Type the password again in the box named "**Re-enter password to proceed**".
 - 8) Then, press **OK**.
 - 9) Finally, after the above actions if you try to select or copy and paste any cell from the worksheet you will see the warning message box.
3. How to Move or copy the worksheet into another workbook?
 - 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**.
4. Which key is used as a shortcut for opening a new window document?

Shortcut Key is Ctrl+N
5. What are the things that we can notice after opening the excel interface?



Quick Access
Toolbar, Ribbon, Name Box, Formula Quick Menu, Formula Bar, Status Bar, Worksheet View
Options, Zoom Slider Control

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

Relative cell references are basic cell references that adjust and change when copied or when using AutoFill.

Example:

=SUM(B5:B8), as shown below, changes to =SUM(C5:C8) when copied across to the next cell.

B9		=	=SUM(B5:B8)
	A	B	C
1	Smith's Bo		
2	Septemb		
3			
4	Region	Books	Periodicals
5	North	\$15,678	\$8,796
6	South	\$13,865	\$9,776
7	East	\$25,401	\$11,392
8	West	\$18,552	\$4,928
9	Product Total	\$73,496	

C9		=	=SUM(C5:C8)
	A	B	C
1	Smith's Bo		
2	Septemb		
3			
4	Region	Books	Periodicals
5	North	\$15,678	\$8,796
6	South	\$13,865	\$9,776
7	East	\$25,401	\$11,392
8	West	\$18,552	\$4,928
9	Product Total	\$73,496	\$34,892