**Q1: What do you mean by cells in an excel sheet?**

In an Excel sheet, cells are the individual rectangular units where you can enter and store data. Each cell is identified by a unique combination of column and row labels, such as A1, B2, C3, etc. Cells are the fundamental building blocks of an Excel worksheet and can contain various types of data, including numbers, text, formulas, and formatting.

**Q2: How can you restrict someone from copying a cell from your worksheet?**

- Select the cell or range of cells you want to protect.

- Right-click on the selection and choose "Format Cells" from the context menu.

- In the "Format Cells" dialog box, go to the "Protection" tab.

- Check the box next to "Locked" to lock the selected cells.

- Click "OK" to close the dialog box.

- Protect the worksheet by going to the "Review" tab, clicking on "Protect Sheet," and setting a password if required.

By locking the cells and protecting the sheet, you can prevent others from copying or modifying the locked cells without entering the password.

**Q3: How to move or copy the worksheet into another workbook?**

- Open both the source workbook (the one containing the worksheet to be moved/copied) and the target workbook (the one where you want to move/copy the worksheet).

- In the source workbook, right-click on the sheet tab of the worksheet you want to move/copy.

- Choose "Move or Copy" from the context menu.

- In the "Move or Copy" dialog box, select the target workbook from the "To book" dropdown list.

- Choose whether you want to move or copy the worksheet.

- Optionally, specify the position of the worksheet within the target workbook by selecting a sheet or entering a number.

- Click "OK" to complete the move/copy operation.

This will move or copy the selected worksheet from the source workbook to the target workbook.

**Q4: Which key is used as a shortcut for opening a new window document?**

The shortcut key for opening a new window document in Excel is "Ctrl + N." Pressing these keys simultaneously will open a new, blank Excel workbook window.

**Q5: What are the things that we can notice after opening the Excel interface?**

- Menu Bar or Ribbon: It contains various tabs with commands for different actions and tasks.

- Formula Bar: It displays the contents of the selected cell or the formula being entered.

- Worksheet: The main area where you can view and enter data in individual cells.

- Sheet Tabs: Tabs at the bottom of the window that allow you to switch between multiple worksheets within a workbook.

- Columns and Rows: The vertical and horizontal lines of cells that organize the data.

- Status Bar: It provides information about the current status, such as the calculation mode, selected cell count, etc.

**Q6: When to use a relative cell reference in excel?**

Relative cell references are used in Excel when you want the cell references in a formula to adjust or change automatically when the formula is copied or filled to other cells. Relative references are the default type of cell reference in Excel.

For example, if you have a formula in cell A2 that adds the values in cells A1 and B1 (=A1+B1), when you copy this formula to cell A3, it will automatically adjust to become (=A2+B2). The references change relative to the new location.

Relative cell references are commonly used when you want to perform the same calculation using different sets of data in adjacent cells or when creating formulas that need to be applied across a range of cells.