

Advance Excel Assignment 1

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

Ans. So we know, that there are Rows(Horizontal) and Columns(Vertical) in a Excel. The area (rectangular) that is formed by the intesection of rows and columns is a cell. Columns can be identified by notation (A,B,C....) and cells by (1,2,3...) , so a Cell in column 'Z' and row '26' will be Z26.

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

Ans. Yes we can protect the file from being copied by password protecting it.

Step 1. Go to Menu Bar-> Review ->Protect Sheet-> Password

Step 2. Set the Password.

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

Ans. The common way to copy a sheet to another workbook is this:

- Right click on the tab that you want to copy, and then click **Move or Copy...**
- In the *Move or Copy* dialog box, do the following:
 - Under *To book*, choose the target file. To place a copy into a new workbook, select (*new book*).
 - Under *Before sheet*, specify where to put the copy.
 - Select the **Create a copy** box.
 - Click *OK*

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

Ans. Ctrl+N

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

Ans. Many items you see on the Excel XP screen are standard in most other Microsoft software programs like Word, PowerPoint, and previous versions of Excel, while some elements are specific to Excel XP.

Title Bar- Display name of the application and the name of the spreadsheet.

Menu Bar- Display all the menu available.

Toolbar

Column Heading- 256 Columns

Row Heading- 65536 Rows

Name Box- Show the address of active cell

Formula Bar

Call

Navigation Buttons and Sheet tabs

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

Ans. A relative reference in Excel is a pointer to a cell or range of cells. Relative cell reference changes when the formula is copied to any other cell or any other worksheet. They are used whenever calculations need to be repeated.