# **Assignment 1**

# What do you mean by cells in an Excel sheet?

# Ans: A "cell" refers to the basic unit of a worksheet or spreadsheet where you can enter and manipulate data. Cells are organized in rows and columns, forming a grid-like structure. Each cell is identified by a unique combination of its column letter and row number, which is referred to as its cell address or reference.

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

# Ans: Lock the Cells You Want to Protect:

# Select the cells you want to restrict from copying.

# Right-click on the selected cells and choose "Format Cells."

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

# Check the box that says "Locked" to lock these cells.

# Click "OK" to apply the changes.

# Protect the Worksheet:

# Go to the "Review" tab in the Excel ribbon.

# Click on "Protect Sheet."

# Set Password (Optional):

# If you want to prevent others from unprotecting the sheet, you can set a password. Enter a password when prompted.

# Confirm the password.

# Choose Protection Options:

# In the "Protect Sheet" dialog box, you can specify what actions are allowed for the protected sheet. Uncheck the option that says "Select locked cells."

# You can also choose other restrictions, such as allowing or disallowing formatting, inserting or deleting rows and columns, etc., depending on your needs.

# Click "OK" to protect the sheet.

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

# **To Copy a Worksheet:**

# Open the source workbook that contains the worksheet you want to copy.

# Right-click on the worksheet tab at the bottom of the Excel window. This will open a context menu.

# From the context menu, select "Move or Copy."

# In the "Move or Copy" dialog box that appears, you'll see a list of open workbooks. Choose the target workbook where you want to copy the worksheet. If the target workbook is not open, you can browse for it by clicking the "To book" dropdown and selecting "New Book" or choosing another workbook file.

# You can choose to create a copy of the worksheet within the target workbook by checking the "Create a copy" checkbox at the bottom of the dialog box.

# Choose the position where you want to place the copied worksheet within the target workbook. You can place it before or after specific worksheets within the target workbook.

# Click the "OK" button to copy the worksheet to the target workbook.

# **To Move a Worksheet:**

# To move a worksheet, you can follow the same steps as copying a worksheet, but instead of selecting "Create a copy," you leave that option unchecked. This will remove the worksheet from the source workbook and place it in the target workbook.

# Please note that when you move or copy a worksheet to another workbook, any references or links to data in the original workbook will still point to the original workbook. If you want to update these references to work with the new workbook, you may need to adjust the formulas or links as necessary.

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

# Ans: The keyboard shortcut for opening a new document or window is typically **Ctrl + N**.

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

# Ans: **Ribbon, Quick Access Toolbar, Worksheet Area, Cell Pointer, Column Headers, Row Numbers, Formula Bar, Status Bar, Sheet Tabs**, **Zoom Control, File Menu, Title Bar**

# 6. When to use a relative cell reference in Excel?

# Ans : If you have a formula that performs calculations across a row or column of data, you would typically use relative cell references. For example, if you want to sum the values in a row, you would use a formula like =SUM(A2:D2). When you copy this formula to another row, it automatically adjusts to =SUM(A3:D3) for the next row, using relative references.