

# **Advance Excel Assignment 1**

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

Each worksheet is made up of thousands of rectangles called cells. A cell is the intersection of a row and a column. The columns are identified by the letters A, B, and C, while the rows are identified by the numbers (1, 2, 3).

Each cell has its own name—or cell address—based on its column and row. In this case, the selected cell intersects column C and row 5, thus the cell address is C5. The cell phone number will be included in the name box. The cell's column and row titles are highlighted when it is chosen.

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

The 'Info' option is the most straightforward way to protect your content against copy-paste. We'll use a dataset that comprises the sales amount for various sellers' first five months to demonstrate this method. We'll look at two sub-methods in this section.

**STEPS:**

To begin, go to the upper left corner of your computer and pick the FILE tab.

Second, select Info.

Finally, select Protect Workbook, then Password Encryption.

The window to encrypt the document should now appear.

After that, insert the password you choose and hit OK.

Enter the password again and click OK to confirm it.

Finally, when someone opens your workbook, they will see a message similar to the one below.

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

From the right-click menu on the worksheet tab, choose Move or Copy.

To make a copy, check the box.

On the Before sheet, decide where you want the copy to go.

Select OK.

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

**Ctrl+N**: Open a new browser window.

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

A blank spreadsheet displays when the Excel Starter setup screen opens. A spreadsheet is called a worksheet in Excel Starter, and worksheets are saved in a file called a workbook. Workbooks may contain one or many worksheets.

Excel Spreadsheets describes only one aspect of the Excel user interface: the rectangular grid of rows and columns.

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

The most fundamental sort of cell reference is relative cell references. They shift and change when copied or when AutoFill is used. By default, any reference in Excel is a relative reference. They differ depending on the row and column positions in relation to the cell where the formula was entered.