**Advanced excel assignment-1**

1Ans: **Cell:** A cell is a rectangular area formed by the intersection of a column and a row. Cells are identified by the Cell Name (or Reference, which is found by combining the Column Letter with the Row Number. For example the cell in Column "C" in Row "3" would be cell C3. Cells may contain Labels, Numbers, Formulas or Functions.

2Ans: Yes, it is possible. In order to protect your worksheet from getting copied, you need to go **into Menu bar >Review > Protect sheet > Password**. By entering password, you can secure your worksheet from getting copied by others.

3Ans: You can move or copy a worksheet in the same workbook to organize your workbook exactly how you want. You can use the **Move or Copy Sheet** command to move or copy entire worksheets (also known as sheets), to other locations in the same or a different workbook. You can use the **Cut** and **Copy** commands to move or copy a portion of the data to other worksheets or workbooks.

4Ans: **Ctrl+N** is the shortcut key that is used for opening a new window document in excel

5Ans: In order to open Microsoft excel we need to use the command “windows +R” so that a run dialog box opens and in that run dialog box type “excel” and click “ok” as a result excel interface gets opened.

The moment the interface of the excel opens what appears is the groups of the home tab.

6Ans: Relative reference is a type of cell reference in Excel. This reference changes when the formula is copied to any other cell or any other worksheet. Relative cell references are used **whenever calculations need to be repeated**.