**Assignment 5 Excel**

**1Ans:** First introduced in Excel 2007, the ribbon is the strip of buttons and icons located above the work area. The ribbon replaces the menus and toolbars found in earlier versions of Excel.

The ribbon includes tabs labeled Home, Insert, Page Layout, Formulas, Data, Review, View, and Help. When you select a tab, the area below the ribbon displays a set of groups and, within the groups, buttons representing a variety of commands.

When Excel opens the Home tab displays, along with the groups and buttons within it. Each group represents a function. The Number group includes commands that format numbers, for example, to increase or decrease the number of decimal places. The Cells group includes options to insert, delete, and format cells.

Selecting a command on the ribbon may lead to further options contained in a contextual menu or dialog box that relate to the chosen command.

**2Ans:** When evaluating a formula, Excel follows a standard math protocol called "order of operations". In general, Excel's order of operation follows the acronym PEMDAS (Parentheses, Exponents, Multiplication, Division, Addition, Subtraction) but with some customization to handle the formula syntax in a spreadsheet.

First, any expressions in parentheses are evaluated. Parentheses essentially override the normal order of operations to ensure certain operations are performed first.

Next, Excel will resolve references. This involves replacing cell references like A1 with the value from the cell, as well as evaluating range references like A1:A5, which become arrays of values. Other range operations like union (comma) and intersection (space) also happen at this time.

Next, Excel will perform exponentiation, negation, and percent conversions (in that order), followed by multiplication and division, addition and subtraction, and concatenation. Finally, Excel will evaluate logical operators, if present.

In summary, Excel solves formulas in the following order:

1. Parentheses
2. Reference operators
3. Exponents
4. Negation
5. Percent
6. Multiplication and Division
7. Addition and Subtraction
8. Concatenation
9. Logical operators

**4Ans:** By default, when you protect a worksheet, all the cells on the worksheet are locked, and users cannot make any changes to a locked cell.

To set a password to protect cells, follow the steps given below:

1) Go to REVIEW tab and click on "Protect Sheet" option.

2) Excel opens the Protect Sheet dialog box. By default, Excel selects the Protect Worksheet and Contents of Locked Cells check box.

3) Select any of the check boxes in the Allow All Users of This Worksheet To list box (such as Format Cells or Insert Columns) that you still want to be functional when the worksheet protection is operational.

The Select Locked Cells and Select Unlocked Cells check boxes are selected by default.

4) Type the password in the 'Password to unprotect Sheet' text box.

5) Click OK.

6) Excel opens the Confirm Password dialog box. Re-enter the password in the Reenter Password to Proceed text box and then click OK. Notice that if you try to edit a cell, Excel displays an error message.

**5Ans:** In Excel, the Name Box refers to an input box directly to the left of the formula bar. The Name Box normally displays the address of the "active cell" on the worksheet. You can also use the name box to quickly create a named range.

Another use for the Name Box is to navigate quickly to any range in a worksheet. If you type Z100 into the Name Box, the active cell will move to that address. If you type A1:A10 into the Name Box, that range will be selected.

Finally, if you have one or more named ranges in a workbook, the Name Box behaves like a drop down menu. You can select and navigate quickly to any name.