

Advance Excel Assignment 1

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

Ans: An individual rectangular shape in an excel sheet is called a Cell, with cells we can form columns & rows which leads to prepare a Spreadsheet.

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

Ans: Right click and go to Format cells → on the left top side, we have protection → in the protection column, click on Locked and press Okay.

Shortcut for Format cell → CTRL + 1 + P

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

Ans: on the left bottom, we have sheet/sheets,

right click on the sheet → Move or Copy → select the workbook/new book in which you need to move/copy

if you want to move then select the workbook and then click okay

if you want to copy the sheet then select the workbook → mark the create a copy → click on Okay

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:

1. Title bar: Displays both name of the workbook and name of the application.
2. Menu/Ribbon bar: Displays all the menus available.
3. Ribbon groups: Each Ribbon has its different groups.
4. Tool bar/Ribbon controls: Every tool has different function/command
5. Name Box: cell name/number of the current/active cell.
6. Formula bar: Displays entered information in the current/active Data.
7. Cell: Individual rectangular shape in an excel sheet is called a cell.
8. Columns: All vertical lined cells to form a column which indicates by letter or letters.
9. Rows: All horizontal lined cells to form a row which is indicated by numbers.
10. Sheet tabs: on the left bottom, you can find created spreadsheets.

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

Ans: Whenever we need to use the same calculation for the multiple rows/columns we can use relation cell reference.