

Advanced Excel Assignment 1:

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

Ans. Every excel worksheet is made up of thousands of rows and columns and in which rows are demonstrated by numbers such as 1,2, 3, etc. whereas columns are demonstrated by letters such as A, B, C....so on. Therefore, a cell can be termed as the **intersection of a row and a column**. Here, each cell has its own cell address or name. For example, cell address E9 represents a cell in the 9th row and Eth column.

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

Ans. To restrict someone from copying our data in excel worksheet, we can make our excel sheet as password protected which be done as:

Go to Menu bar > then select Review > Go to the option of protect sheet > select password.

Then, put the password of your choice and now your worksheet becomes password protected. Anyone who wants to copy your data will need your permission and otherwise excel shows an error message.

There are many other options available in protect sheet option, to protect some specific data.

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

Ans.

Move or copy an excel worksheet into a workbook:

- i. First of all, the user needs to open both the excel files, one which is your source file and another which is your destination file.
- ii. Then, select the worksheet from the source file and right-click the sheet which you want to move to the destination file, then, choose the destination file from to book option and click ok.
- iii. Similarly, if you want to copy the worksheet, then select the worksheet and right-click the sheet which you want to move to the destination file, then, choose the destination file from to book option and tick create a copy option.

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. There are many things we can notice while the opening Excel interface. First of all, it has a cell inside a sheet and several options such as several rows, several columns, a formula bar,

a Name box of the selected cell, different ribbon tabs like insert, review etc., and different ribbon groups like conditional formatting, format table, etc., sheet tabs, several cells, ribbon controls such as insert, delete, etc. and save, undo and redo and many more options.

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

Ans. There are two types of cell references in excel. One is Relative Cell Reference and another is Absolute Cell Reference.

Relative Cell Reference: Mostly used and can adjust automatically when copied or using the autofill option.

Example: Consider you want to calculate the summation of 10 values of column 1 then using the sum formula, the user can evaluate the summation of those 10 values. As it is, to calculate the summation of 10 values of the next row, the user just needs to copy values and paste them into the next row or can use the autofill option by dragging them to the next row so that the user gets a summation of next 10 values for column 2 without putting formula again.

Absolute Cell Reference: Less used but effective. Whenever a user needs to keep a value fixed from 2-3 different values, then absolute cell reference can be used using a dollar (\$) sign.