Advance Excel Assignment 1

SOLUTION

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

Ans.-  A cell is a rectangular-shaped box which formed by the intersection of a row and a column. It is the smallest unit of a worksheet which can contain text, number, function or formulas. Billions of cells joined together to form a worksheet.

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

Ans.- To restrict someone from copying a particular cell – Select all the cell of the worksheet pressing **Ctrl + A**. **Right click** and choose **Format cells** then go to the **Protection tab** uncheck **Locked** option and click **ok**.

Now select that particular **cell** you want to restrict from copying. **Right click** and choose **Format cells again.** Go to the **Protection tab** and check **Locked** option and click **Ok**.

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

Ans.- To move or copy the worksheet **Right click** on the worksheet click on **Move or Copy** from the pop-up menu. Now select the workbook by clicking below **To book** , choose Before sheet, where you want your sheet then click **Ok**.

5. Which key is used as a shortcut for opening a new window document?

Ans.- Shortcut for opening a new window document is **Ctrl + N.**

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

Ans.- After opening the excel we can see various things like in the left side we see options **Home, New, Open, Info, Save, Save As, Print** and more. On the top different types of **workbook template** appears, Below that we see **recently** opened files and **pinned** files.

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

Ans.- When we need to repeat the calculation into other cell. In other word to apply the formula across multiple cells.

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