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

In an Excel sheet, cells refer to the individual rectangular boxes or units where you can input and store data. They are arranged in r**ows and columns, forming** a **grid-like structure**. Each cell is identified by a unique combination of a letter (representing the column) and a number (representing the row), such as A1, B2, C3, and so on

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

To restrict someone from copying a cell from your worksheet, you can apply certain protections or restrictions to the worksheet. Here's how you can do it in Excel:

* + Select the cell or range of cells you want to restrict from being copied.
  + Right-click on the selected cells and choose "Format Cells" from the context menu.
  + In the Format Cells dialog box, go to the "Protection" tab.
  + Uncheck the option "Locked" and click on OK.
  + Now, protect the worksheet by going to the "Review" tab in the Excel ribbon and clicking on "Protect Sheet".
  + Set a password if desired and choose other options for sheet protection.
  + Make sure to check the option "Protect worksheet and contents of locked cells" and click OK.

This will prevent the selected cells from being copied by others unless they know the password to unprotect the sheet

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

How to move or copy the worksheet into another workbook?

To move or copy a worksheet to another workbook in Excel, follow these steps:

* Select the cell or range of cells you want to restrict from being copied.
* Right-click on the selected cells and choose "Format Cells" from the context menu.
* In the Format Cells dialog box, go to the "Protection" tab.
* Uncheck the option "Locked" and click on OK.
* Now, protect the worksheet by going to the "Review" tab in the Excel ribbon and clicking on "Protect Sheet".
* Set a password if desired and choose other options for sheet protection.
* Make sure to check the option "Protect worksheet and contents of locked cells" and click OK.
* This will prevent the selected cells from being copied by others unless they know the password to unprotect the sheet.
  1. ***Which key is used as a shortcut for opening a new window document?***

The key used as a shortcut for opening a new window document in most applications, including Microsoft Excel, is typically "Ctrl" (Control) + "N". By pressing these keys simultaneously, you can quickly open a new window or document in the application.

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

After opening the Excel interface, you may notice several elements and features, such as:

* + Title bar: Displays the name of the workbook or application.
  + Ribbon: Contains various tabs and commands for performing tasks in Excel.
  + Formula bar: Displays the contents of the currently selected cell or the formula being entered.
  + Worksheet area: The main area where you work with cells, enter data, and perform calculations.
  + Column headers: Labeled with letters (A, B, C, etc.) to identify columns.
  + Row headers: Labeled with numbers (1, 2, 3, etc.) to identify rows.
  + Status bar: Displays information about the current state of Excel, such as calculations or cell mode.
  + Quick Access Toolbar: Contains frequently used commands for quick access.
  + Sheet tabs: Allow you to switch between different worksheets in the workbook.
  1. **When to use a relative cell reference in excel?**

**Relative cell references in Excel are used when you want a formula or function to refer to a cell or range of cells in relation to the position of the formula itself. When you use a relative cell reference, it adjusts automatically when the formula is copied or filled to other cells.**

**For example, if you have a formula in cell B2 that adds the values in cells A1 and A2 (=A**