Advance Excel Assignment 1

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

Ans. A worksheet in Excel is made up of cells. These cells can be referenced by specifying the row value and the column value.

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

Ans. Go to Menu Bar>Review>Protect Sheet>Select protect worksheet and contents the by enter the password you can secure your worksheet from getting copied by others.

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

Ans. Right Click on the Sheet Name>click on the Move or Copy>click on the To Book dropdown. In this option we can create a new workbook then move the worksheet or move another workbook which is present already.

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

Ans. Ctrl + N

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

Ans. The things are Menu bar, name box, formula bar, rows, columns, cells, sheet tabs, title bar, status bar.

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

Ans. You can create the formula for one cell and copy-paste it into all cells.