

## **Q1. What do you mean by cells in an excel sheet?**

**Ans:** A cell is an essential part of MS-Excel. It is an object of Excel worksheets.

Whenever you open Excel, the Excel worksheet contains cells to store the information in them. You enter content and your data into these cells. Cells are the building blocks of the Excel worksheet.

In the Excel worksheet, a cell is a rectangular-shaped box. It is a small unit of the Excel spreadsheet. There are around 17 billion cells in an Excel worksheet, which are united together in horizontal and vertical lines.

An Excel worksheet contains cells in rows and columns. Rows are labeled as numbers and columns as alphabets. It means the rows are identified by numbers and columns by alphabets.

Excel consists of a group of cells in a worksheet. You can enter data in any of these cells. Excel allows the user to enter any type of data in Excel cells, such as numeric, text, date, and time data. Whatever you enter in a cell, it appears inside the cell and as well as in the formula bar.

## **Q2. How can you restrict someone from copying a cell from your worksheet?**

**Ans: Steps to prevent from copying:**

- Right click on the cell and click on format cells.
- Click on protection.
- Ensure Locked is checked and click ok.
- Use this key combination. Alt+P and then P again. This will give you the Protect Sheet pop up.
- Remove the check from Select locked cells, type in a password and click ok. You will need to retype the password.

Please note that this will lock the entire sheet and will not allow “any” cell to be even selected.

For only specific cells to be selected you will have to first select the entire sheet and uncheck the box next to Locked cells in point 3 above. Click on ok. Then select only those cells that you need to lock it.

Protecting sheet is mandatory, otherwise the cells will not be locked. However password itself is not required, you can protect the sheet without typing in a password. Which would also mean it can be unprotected without a password.

### **Q3. How to move or copy the worksheet into another workbook?**

#### **Ans: Steps to move or copy the worksheet into another workbook:**

- Open the file you want to copy from and the file you want to copy to. In our example, the Price List History file and the Price Adjustment files need to be open.
- Before we copy the May worksheet into our Price List History file we need to insert a new worksheet so that we have somewhere to paste the data. To insert a new worksheet, we will click the New sheet button to the right of the worksheet tabs.
- Now we will return to the file we want to copy the data from and click the worksheet tab we want to copy. In our example, this is the May worksheet in the Price Adjustments file.
- Now we must select the entire worksheet. To do this click the arrow in the very top-left corner of the grid area.
- Right-click the selected area and then select Copy from the shortcut menu (or press Ctrl + C to copy).
- Make your way to the new blank worksheet. In our example, this would be the new blank worksheet we have already created in the Price List History file.

➤ Select cell A1 and then do one of the following.

- If you want to Paste the data only once, press ENTER, and the data will now be copied into the new worksheet.
- If you want to Paste the data multiple times, right click cell A1 and then select Paste from the shortcut menu. The data will be pasted AND remain on the Clipboard, ready for you to paste again should you wish to.

**Q4. Which key is used as a shortcut for opening a new window document?**

**Ans: Open a document.**

**Ctrl+O**

**Create a new document.**

**Ctrl+N**

**Save the document.**

**Ctrl+S**

**Close the document.**

**Ctrl+W**

**Q5. What are the things that we can notice after opening the Excel interface?**

## **Ans: Home**

- Comprises options like font size, font styles, font colour, background colour, alignment, formatting options and styles, insertion and deletion of cells and editing options.
- **Insert**
  - Comprises options like table format and style, inserting images and figures, adding graphs, charts and sparklines, header and footer option, equation and symbols.
- **Page Layout**
  - Themes, orientation and page setup options are available under the page layout option.
- **Formulas**
  - Since tables with a large amount of data can be created in MS excel, under this feature, you can add formulas to your table and get quicker solutions .
- **Data**
  - Adding external data (from the web), filtering options and data tools are available under this category.
- **Review**
  - Proofreading can be done for an excel sheet (like spell check) in the review category and a reader can add comments in this part.
- **View**
  - Different views in which we want the spreadsheet to be displayed can be edited here. Options to zoom in and out and pane arrangement are available under this category.

## **Q6. When to use a relative cell reference in excel?**

### **Ans: Relative Cell References**

This is the most widely used type of cell reference in formulas. Relative

cell references are basic cell references that adjust and change when copied or when using AutoFill.

Example:

=SUM(B5:B8), as shown below, changes to =SUM(C5:C8) when copied across to the next cell.