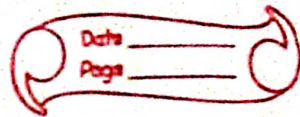


## Advance Excel Assignment 1



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

Ans. A cell is a rectangular area formed by the intersection of a column and a row. Cells are identified by the cell name or reference, which is found by combining the column letter with the Row number.

For example the cell in column 'C' in Row '2' would be cell, C2.

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

Ans. In order to protect our worksheet from getting copied, we need to go into Menu bar > Review > Protect Sheet > Password.

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

Ans. Steps are as follows:-

- (i) open both spreadsheets.
- (ii) Right click on the sheet we want to move.
- (iii) click 'move or copy'.
- (iv) click on the 'To book' dropdown menu and find the workbook we want this sheet to move to.
- (v) select the 'create a copy' checkbox at the bottom of the window.
- (vi) click OK.



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. We notice many things after opening the excel interface some of the following:-

- |                        |                         |
|------------------------|-------------------------|
| (i) Toolbars           | (viii) Office assistant |
| (ii) Name box          | (ix) Navigation buttons |
| (iii) Formula bar      | (x) Sheet tabs          |
| (iv) Worksheet window. | (xi) Title bar          |
| (v) cell               | (xii) Menu bar          |
| (vi) Column headers    | etc.                    |
| (vii) Row headers      |                         |

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

Ans.

Whenever we need to repeat the same calculation across multiple rows or columns.