

Excel assignment

- ① what do you mean by cells in an excel sheet?
- Cells are the boxes you see in the grid of an excel worksheet in the one. each cell is identified on a worksheet by its reference, the column and row numbers that intersect at the cell's location.
- ② how can you restrict someone from copying a cell from your worksheet?
- In Review tab, click Protect sheet to let selected users of this worksheet to be able to change by want people to be allowed to select default users are allowed to select locked cells.

Q how to move or copy the worksheet
into another workbook?

click the sheet that you
want to copy. On the edit menu.
click sheet > move or copy sheet. On the TO
book, menu, click the work book that you
want to copy the sheet to.

A which key is used as a shortcut
for opening a new window document?

control + N

control + C

what are the things that we can
notice after opening the excel interface?

* quick access toolbar

* ribbon

* name box

* formula quick menu

* formula bar

* status bar

* worksheet view options

* zoom super control

* zoom percentage indicator

⑥ When to use a relative cell reference in

Excel?

Relative references are

especially convenient whenever you need to repeat the same calculation across multiple rows or columns.

Example

COPY the formula $=A1+B1$ from row 1 to row 2, the formula will become $=A2+B2$.