

ASSIGNMENT: 1

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

In Microsoft Excel, a cell is a **rectangular box** that occurs at the intersection of a vertical column and a horizontal row in a worksheet. Vertical columns are numbered with alphabetic values such as A, B, C. Horizontal rows are numbered with numeric values such as 1, 2, 3.

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

In order to protect your worksheet from getting copied, you need to go into Menu bar >Review > Protect sheet > Password. By entering password, you can secure your worksheet from getting copied by others.

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

Right click on the worksheet tab and select **Move or Copy**. Select the **Create a copy** checkbox. Under **Before sheet**, select where you want to place the copy. Select **OK**.

Question 4: Which key is used as a shortcut for opening a new window document?

CTRL + N

Question 5: What are the things that we can notice after opening the Excel interface?

First and foremost is the worksheet. Each Excel workbook can have an unlimited number of worksheets. Worksheets appear as tabs at the bottom of an Excel workbook window.

Question 6: When to use a relative cell reference in excel?

When copied across multiple cells, they change based on the relative position of rows and columns. For example, if you copy the formula **=A1+B1** from row 1 to row 2, the formula will become **=A2+B2**. Relative references are especially convenient whenever you need to **repeat** the same calculation across multiple rows or columns.