

# Advance Excel Assignment 1

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

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.

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

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

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

There are two main ways to move or copy the worksheet into another workbook in Excel:

First:

1. Open both spreadsheets.
2. Right-click on the sheet you want to move.
3. Click "Move or Copy."
4. Click on the "To book" dropdown menu and find the workbook you want this to move to.
5. Select the "Create a copy" checkbox at the bottom of the window.
6. Click "OK."

Second:

1. Open both spreadsheets.
2. Click and drag the sheet you want to move to the other workbook.
3. Click and hold "CTRL" before releasing the sheet.
4. The copy will appear.

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

Ctrl+N is the key which is used as a shortcut for opening a new window document.

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

The things that we can notice after opening the Excel interface are as follows:

1. 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
2. Insert: Comprises options like table format and style, inserting images and figures, adding graphs, charts and sparklines, header and footer option, equation and symbols

3. Page Layout: Themes, orientation and page setup options are available under the page layout option
4. 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
5. Data: Adding external data (from the web), filtering options and data tools are available under this category
6. 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
7. 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
8. At the top left corner, there is file button. Then below the above ribbon tabs, there are name box, insert function button and formula bar. Below that, there are multiple cells in rows and columns. And at the bottom left corner, there are sheet tab and new sheet tab button.

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

Relative reference is a type of cell reference in Excel. This reference changes when the formula is copied to any other cell or any other worksheet. Relative cell references are used whenever we need to repeat the same calculation across multiple rows or columns.