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

Work sheet is a colletion of cells and Cell is a rectangular box which occurs at the intersection of a vertical column and a horizontal row in excel worksheet.Cell is a rectangular box occuring at the intersection of a vertical column and a horizontal row in excel worksheet.Vertical columns are the ones that are numbered with alphabetic values such as A, B, C, D and Horizontal rows the ones those are numbered with numeric values such as 1, 2, 3, 4, 5.…

The main difference between columns and rows is that a column arranges data vertically from top to bottom and a row arranges data horizontally from left to right.

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

By default, when you protect a worksheet, all the cells on the worksheet are locked, and users cannot make any changes to a locked cell.  
  
To set a password to protect cells, follow the steps given below:  
  
1) Go to REVIEW tab and click on "Protect Sheet" option.  
  
2) Excel opens the Protect Sheet dialog box. By default, Excel selects the Protect Worksheet and Contents of Locked Cells check box.  
  
3) Select any of the check boxes in the Allow All Users of This Worksheet To list box (such as Format Cells or Insert Columns) that you still want to be functional when the worksheet protection is operational.  
The Select Locked Cells and Select Unlocked Cells check boxes are selected by default.  
  
4) Type the password in the 'Password to unprotect Sheet' text box.  
  
5) Click OK.  
  
6) Excel opens the Confirm Password dialog box. Re-enter the password in the Reenter Password to Proceed text box and then click OK. Notice that if you try to edit a cell, Excel displays an error message.  
  
-- To remove worksheet protection, click the Unprotect Sheet button in the Changes group on the Review tab. You’ll be prompted to type the password that you had set for protection.

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

1.Open the source and the target workbook. The source workbook contains the worksheet you want to copy or move; you’ll be moving or copying the source worksheet to the target workbook. Both workbook files must be open. Use the demonstration file as the source workbook to follow along. Open a second workbook to act as the target. Any workbook file will do, even if it’s a new blank workbook.

2.In the source workbook, navigate to the sheet you want to copy or move.

3.Right-click the sheet tab in the source workbook and choose Move Or Copy from the resulting shortcut menu, as you did in the last section.

4.In the Move Or Copy dialog, choose the target sheet from the To Book dropdown. Excel will display only open workbooks in this list.

5.If you want to copy rather than move the sheet, click the Create A Copy option at the bottom of the dialoge box.

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

Ctrl +N is the short cut key to open a new window document.

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

* **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.

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

There are two types of cell references:****relative**** and ****absolute****. Relative and absolute references behave differently when copied and filled to other cells. Relative references ****change**** when a formula is copied to another cell. Absolute references, on the other hand, remain ****constant**** no matter where they are copied.