

EXCELL ASSIGNMENT - 1

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

ANSWER =

In an Excel sheet, a cell refers to the intersection point of a row and a column and It is the smallest unit of data storage in Excel and can hold different types of data such as text, numbers, formulas, and functions. Each cell is identified by a unique combination of a column letter and a row number.

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

ANSWER=

Select the cells you want to protect then Right-click on the selected cells and choose "Format Cells." and then

Go to the "Protection" tab and uncheck the "Locked" option and Click "OK."

to protect the entire worksheet >>>> Go to the "Review" tab, click "Protect Sheet," and set a password .

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

ANSWER=

1. Open both Workbooks:

Open the source workbook (the one containing the sheet you want to move).

Open the destination workbook (the one where you want to move the sheet).

2. Select the sheet

Go to the source workbook, right-click on the sheet tab at the bottom.

Choose "Move or Copy" from the context menu.

3. Choose Destination Workbook:

In the "Move or Copy" dialog box, select the destination workbook from the "To book" dropdown list.

4. Specify Location:

Choose where you want to place the moved sheet within the destination workbook.

You can select "Before sheet" and choose a sheet in the destination workbook.

5. Click OK:

Click the "OK" button, and the sheet will be moved to the specified location in the destination workbook.

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

ANSWER=

In Microsoft Excel, the key combination used as a shortcut for opening a new window document is CTRL+N

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

ANSWER =

1. Ribbon 2. Worksheet 3. Column headers 4. Row headers 5. Formula bar 6. Status bar 7. Zoom slider 8. Sheet tab 9. Quick Access Toolbarm 10. File Tab:

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

ANSWER = whenever you need to repeat the same calculation across multiple rows or columns. When you want a formula to adjust its references based on its new location, you use relative cell references.