Advance Excel Assignment 1

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

Ans : In an Excel sheet, cells refer to the individual rectangular boxes that make up the grid-like structure of the spreadsheet. Each cell is identified by a unique combination of a column letter and a row number, such as A1, B2, C3, and so on.

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

Ans : To restrict someone from copying a cell from your worksheet in Microsoft Excel, you can use the following steps:

1. Select the cell or range of cells that you want to restrict from copying.

2. Right-click on the selected cells and choose "Format Cells" from the context menu. Alternatively, you can go to the "Home" tab in the Excel ribbon, click on the small arrow in the bottom-right corner of the "Font" group to open the "Format Cells" dialog box.

3. In the "Format Cells" dialog box, go to the "Protection" tab.

4. Uncheck the "Locked" checkbox if it is selected. This step is important to allow the restriction to take effect.

5. Click on the "OK" button to close the dialog box.

6. Now, you need to protect the worksheet to enforce the restriction. Go to the "Review" tab in the Excel ribbon.

7. Click on the "Protect Sheet" button in the "Changes" group. A "Protect Sheet" dialog box will appear.

8. In the "Protect Sheet" dialog box, you can set a password to prevent unauthorized users from unprotecting the sheet. Optionally, you can specify other options to allow certain actions such as formatting cells, sorting data, etc. Make sure to uncheck the "Select locked cells" option.

9. Click on the "OK" button to protect the sheet.

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

Ans : Right-click on the worksheet tab and select either "Move or Copy" or "Copy" from the context menu, depending on whether you want to move or copy the worksheet.

If you choose "Move or Copy," a dialog box will appear.

If you choose "Copy," the worksheet will be immediately copied to the destination workbook.

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

Ans : shortcut for opening a new window or document is "Ctrl" + "N"

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

Ans : Workbook: Excel opens with a new blank workbook, which is the main file where you can enter and organize your data.

Ribbon: The Ribbon is located at the top of the Excel window and contains various tabs, such as Home, Insert, Formulas, Data, etc. Each tab consists of groups of related commands that you can use to perform different tasks.

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

Ans: 1.When creating formulas.

2. When using functions.

3. When creating structured tables