

## **Advance Excel Assignment 1**

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

- Cells are rectangular area formed by the joint of columns and rows.
- It is depend as column letter & row number.
- It is the container of data like number, text or formulas in an excel sheet

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

- By going to “REVIEW TAB” then Protect Sheet
- Then by unchecking ‘Select Locked Cells’ options and click ‘Ok’

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

- By Right clicking on the tab that we want to copy, and then clicking Move or Copy.
- In the Move or Copy dialog box:
- Under To book, choose the target file. To place a copy into a new workbook, select (new book).
- Under Before sheet, specify where to put the copy.
- Select the Create a copy box then Click OK.

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

- Ctrl+N key used for opening new window document.

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

- Ribbon tabs
- Commands
- Worksheet – consist of rows & columns

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

- When we want to repeat calculations, relative cell reference is used.