**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 defend 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.