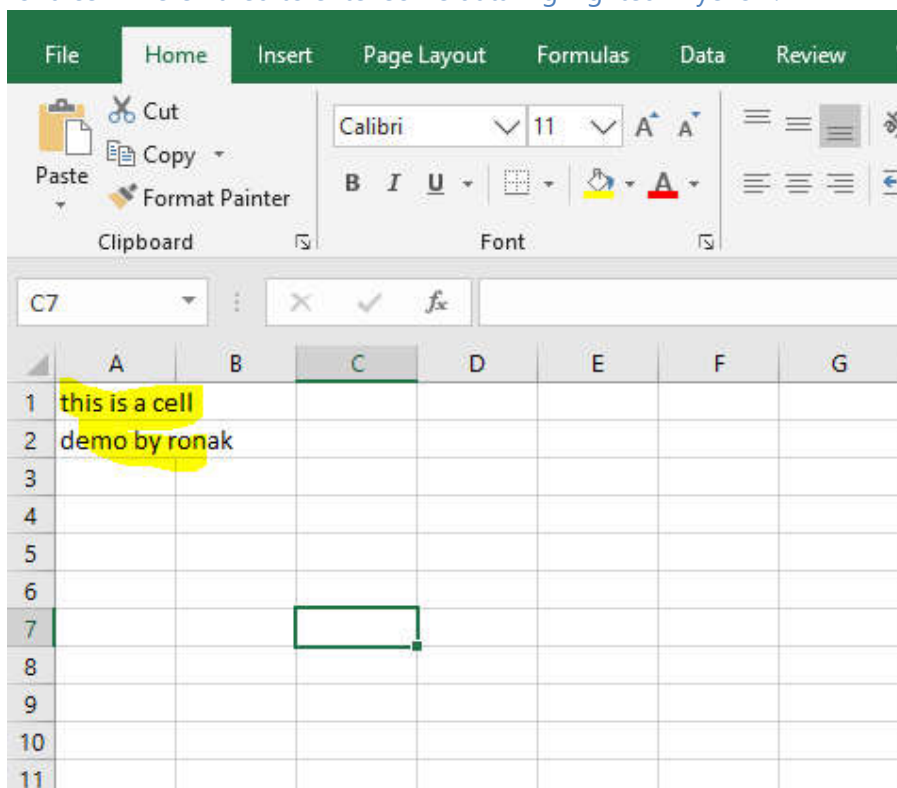


Advance Excel Assignment 1

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

A cell is a rectangular box or an object in the tab. A cell is a most used and important part of MS-Excel. It is an object of Excel worksheets. Cell is the place where we can enter the actual data may be in a tabular format like rows and columns. You can also imagine a cell as an intersection of row and columns. When you open Excel, cell is the place where we actually store our/user data. You enter content and your data into these cells. Cells are the building blocks of the Excel worksheet. In the Excel worksheet, a cell is a rectangular-shaped box. It is a small unit of the Excel spreadsheet. There are around 17 billion cells in an Excel worksheet, which are united together in horizontal and vertical lines. Below is the sample screen shots for a cell where I tried to enter some data highlighted in yellow.

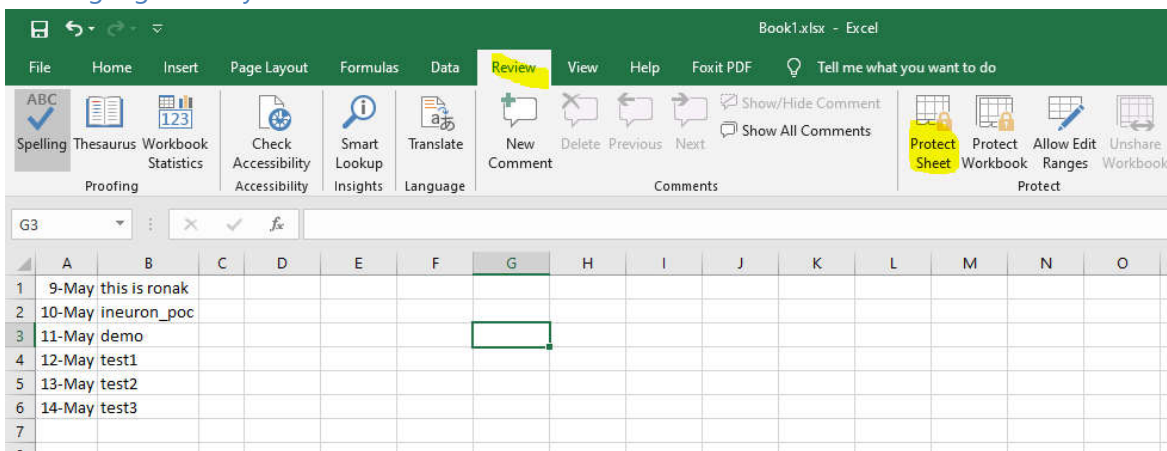


2. How can you restrict someone from copying a cell from your worksheet?

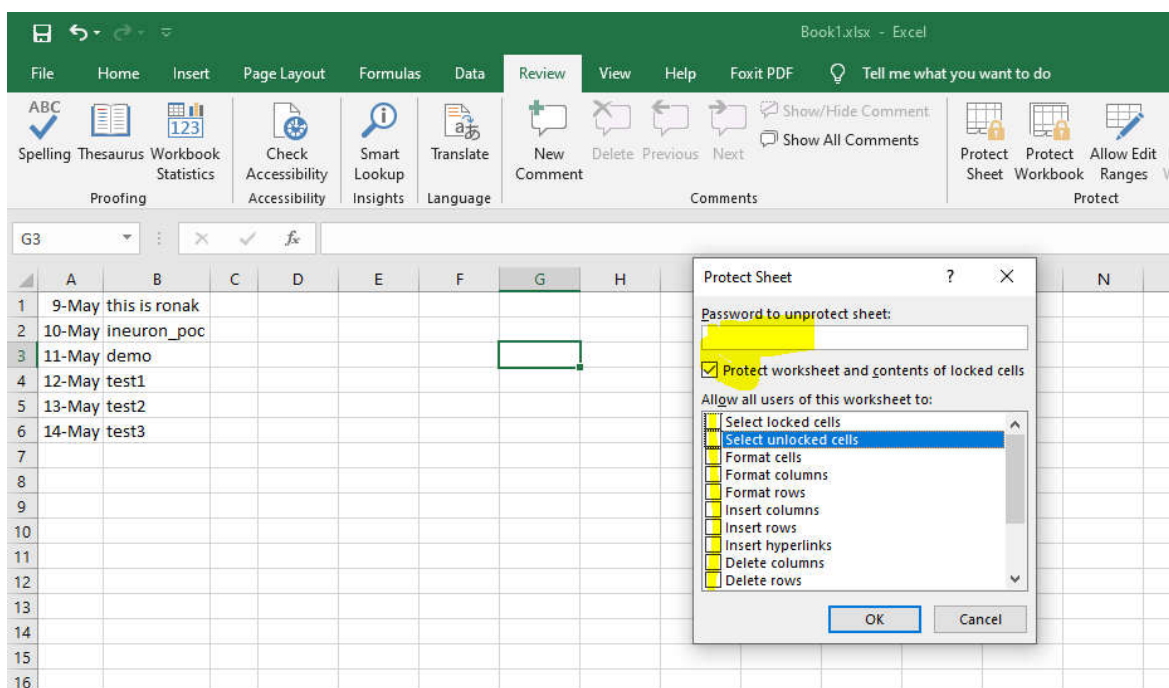
Step 1. open excel and write/type with some data in cells

| | A | B | C | D |
|----|--------|---------------|---|---|
| 1 | 9-May | this is ronak | | |
| 2 | 10-May | ineuron_poc | | |
| 3 | 11-May | demo | | |
| 4 | 12-May | test1 | | |
| 5 | 13-May | test2 | | |
| 6 | 14-May | test3 | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |

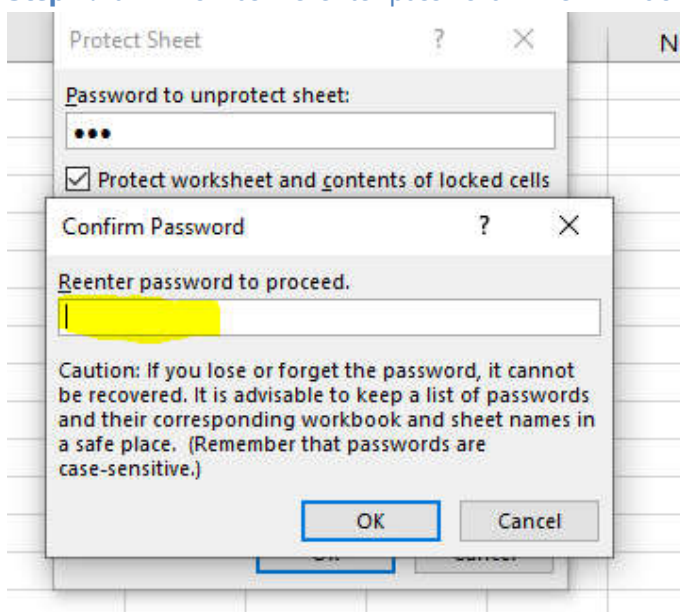
Step 2. Now go to menu bar in top and select Review and then select protect sheet as show in below screen shot highlighted in yellow



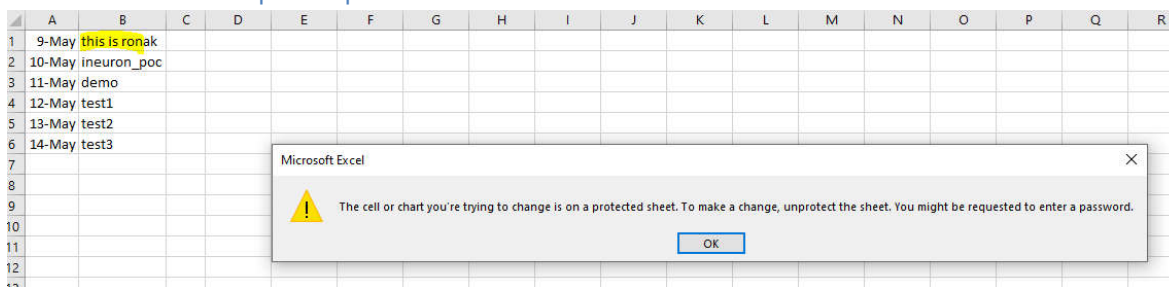
Step 3. It will open new window and there uncheck inside **allow all users of this worksheet** and type password in the field of your choice



Step 4. It will now ask re-enter password in new window as below, type same password and click ok.

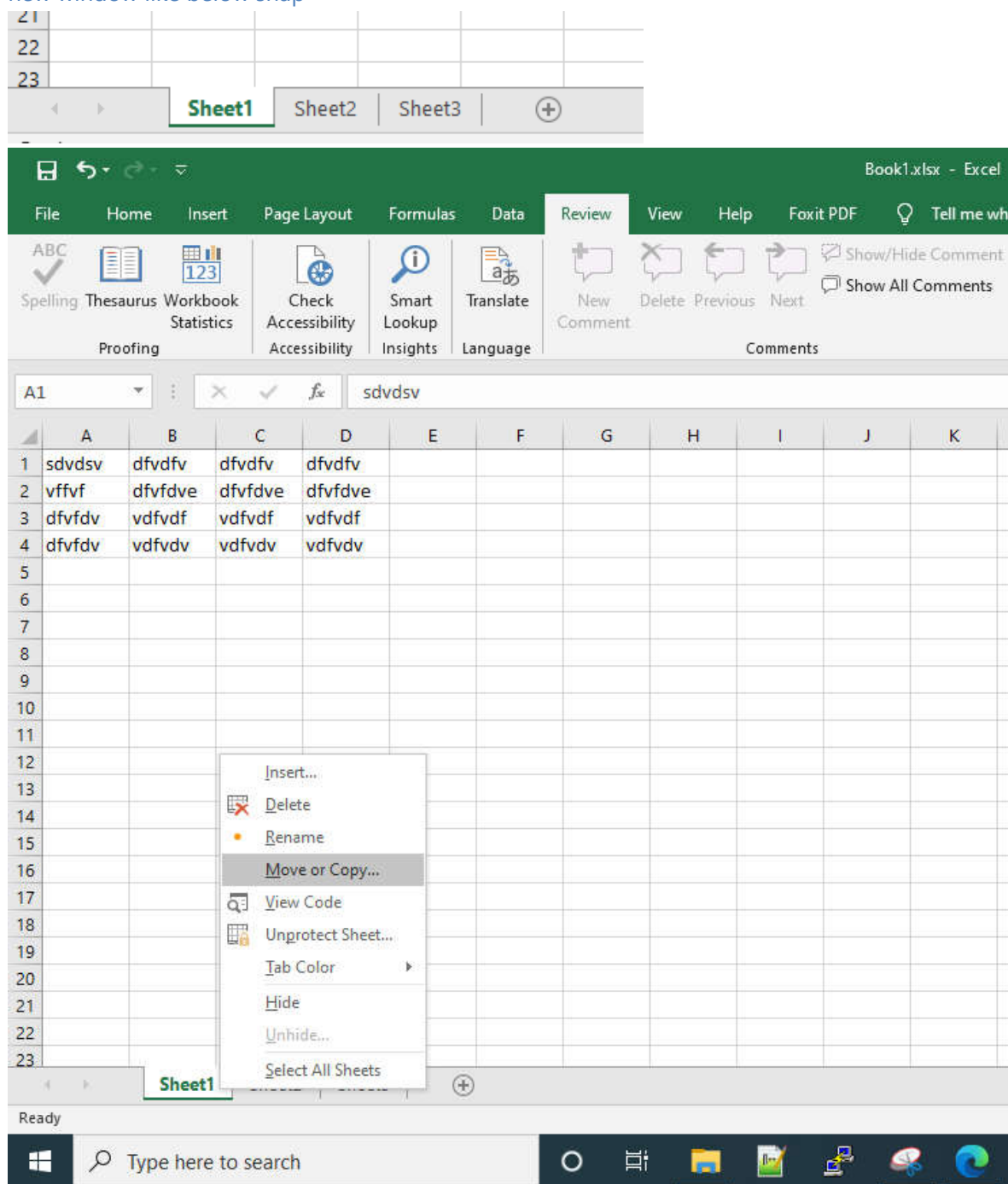


Step 5. Now it is done you can try to double/click on cells where data is written and you won't be able to even click on it because these are now protected and to make any changed/edit/copy will need to first unlock. Below is sample snap.



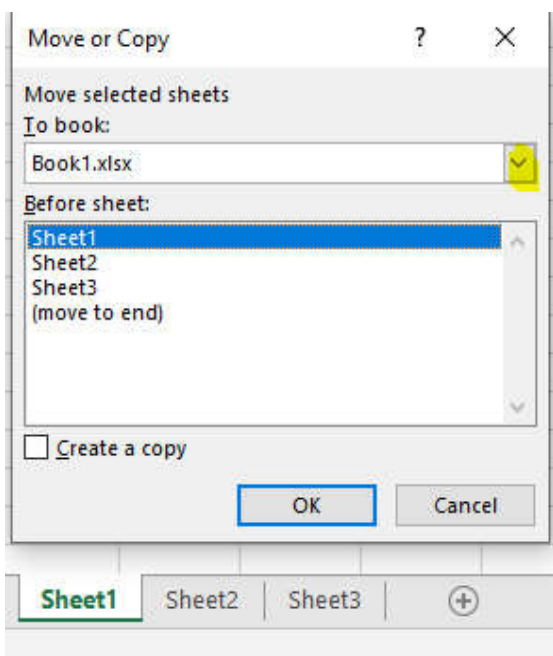
3. How to move or copy the worksheet into another workbook?

Step 1. By default, when you open excel there will be 3 sheets which you can add or remote as per your requirement. So now let us copy the sheet 1 to new workbook. For that right click on sheet1 and it open a new window like below snap

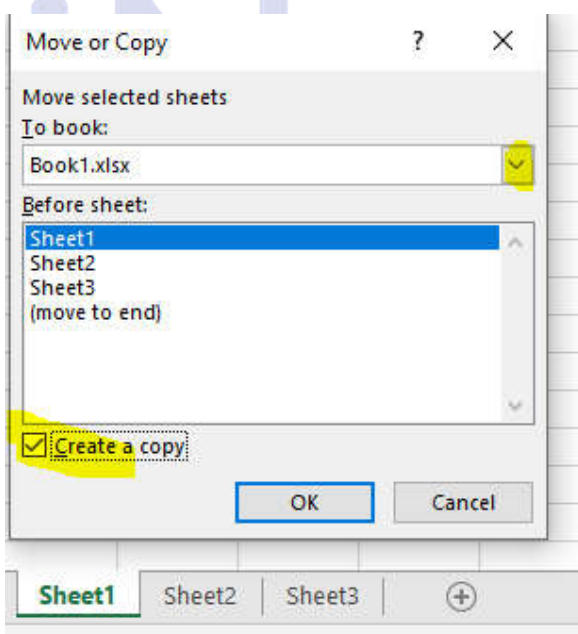


Step 2. Select **Move or Copy** from above snap.

Step 3. Now it opens below window from there it shows below options in snaps.



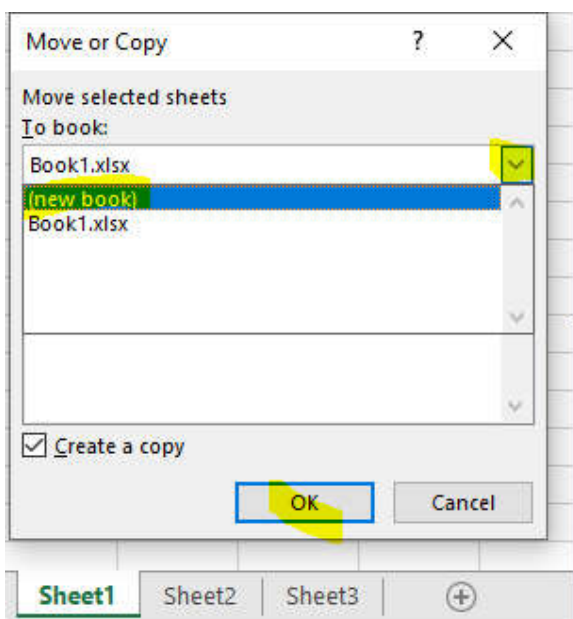
Step 4. To create a copy check box the below dialog box highlighted in yellow.
Now you can select move to end if you want to copy in same workbook.



OR

step 5.

If you want to copy to a new workbook select the drop-down menu in **TO BOOK:** and then select new book as show in below snap and click ok.



Now it will move to a new book this sheet1. This way we can copy/move from one workbook to another or even copy/move within same workbook.

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

Shortcut is **Alt + W + N**

just fyi - Other way is go to **View->Window** and select **New window**

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

When we open excel, we see multiple things depending upon the excel version there will be different start up screen. In eg. Latest version 2016(eg.) First when you open excel you see home there you see open new workbook and all other options like Recent and pinned. Few of them what we see are as below (note again it depends on version to version I am assuming as per 2016 version)

1) Quick Access Toolbar: this is top most in screen and this contains Buttons or general menu buttons that we often use. when you click you see save, undo, redo, and even customize the toolbar with other options.

2) Ribbon: customize the ribbon and collapse the ribbon. options available is like Home, Insert, Page Layout, Formula, Data, Review, and view and etc.

Inside each option you see multiple sub options like eg. you select Home you see clipboard, Font, alignment, number, style, cells, editing etc.

each now sub options you see multiple options like in Font. you can change font style, size, colour and much more.

3) Formula Bar: it will show the active cell address and its contents and here we can write excel formulas

4) Worksheet Area: this is also known as Workspace. it contains a collection of cells identified by column with symbols of letters A, B, C and so on. and row with numeric symbols 1, 2, 3 and so on. In this cell we arrange the data as needed. this is the place where we can write data/insert/in table format and so.

5) Status Bar: This section shows the status information of the Excel program that is running.

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

Cell reference is a combination of a row and column name.

Generally, we have 3 reference in excel - relative references, absolute references and mixed references.

Relative cell reference like we want to do a sum from a1 to a5 then we want to save result of sum into a6.

What we do in a6 is $=a1+a2+a3+a4+a5$

Relative cell reference is used whatever the pattern we do it for the first column(/cell) or something like copy that to another column then it will take the reference of previous one.

In other Relative references in Excel are cell references that change when the formula is copied to any other cell or any other worksheet. In relative references, eg. type $=A1+A2$ in cell A3, copy and paste the formula in cell B3, and the formula automatically changes to $=B1+B2$.

So now this can be used when we have to apply the same formula to other cells just only changing the column eg. From A to B. or B to C.

For eg. In summation we use this relative cell reference

Just fyi – for eg. We want percentage or division by same denominator then we use absolute by using $\$(row/column name)$

