Excel Assignment - 1

1) what do you mean by cells in Excel sheet?

Ans Cell: A cell is a rectangular area formed by the intersection of a column & a row. cells are identified by the Cell Name. which is found by combining the column letter with the row number. For example the cell in Column "C" in Row "3" would be Cell C3

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

Ans In order to Protect your worksheet from getting copied, you need to go into Menu bar → Review → Protect Sheet → Password. By entering Password, you can secure your worksheet from getting copied by others.

3] How to move or COPY the worksheet into another workbook?

Ans on Edit menu, click sheet → Move or COPY Sheet. on the to book menu, click the workbook that you want to copy the Sheet.

4] which key is used as a shortcut for opening a new window document?

Ans Ctrl + N.

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

Ans • Title box: The Title bar displays both the name of the application & the name of the spreadsheet.

• Menu bar: The menu bar displays all of the menus available for use in Excel.

• Column headings,

• Row headings,

• Name box,

• Formula box,

• Cell,

• Navigation button & sheet tabs.

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

Ans This is most widely used type of cell reference in formulas. Relative cell references are basic cell references that adjust & change when copied or when using Auto Fill. Example:- $=SUM(B5:B8)$ as Shown below, Changes to $=SUM(C5:C8)$ when copied across to the next cell.