

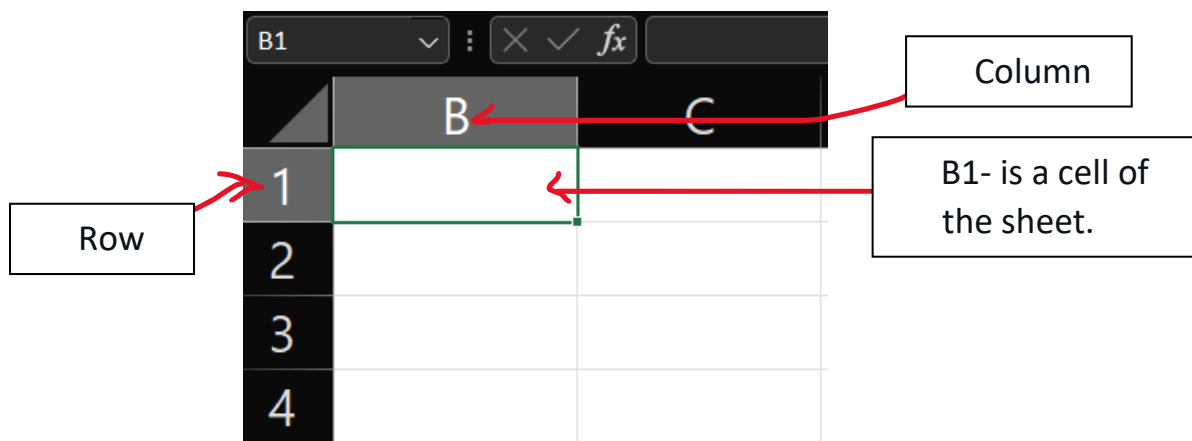
Advance Excel Assignment 1

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

In an Excel spreadsheet, a cell is a rectangular box that is formed by the intersection of a vertical column and a horizontal row.

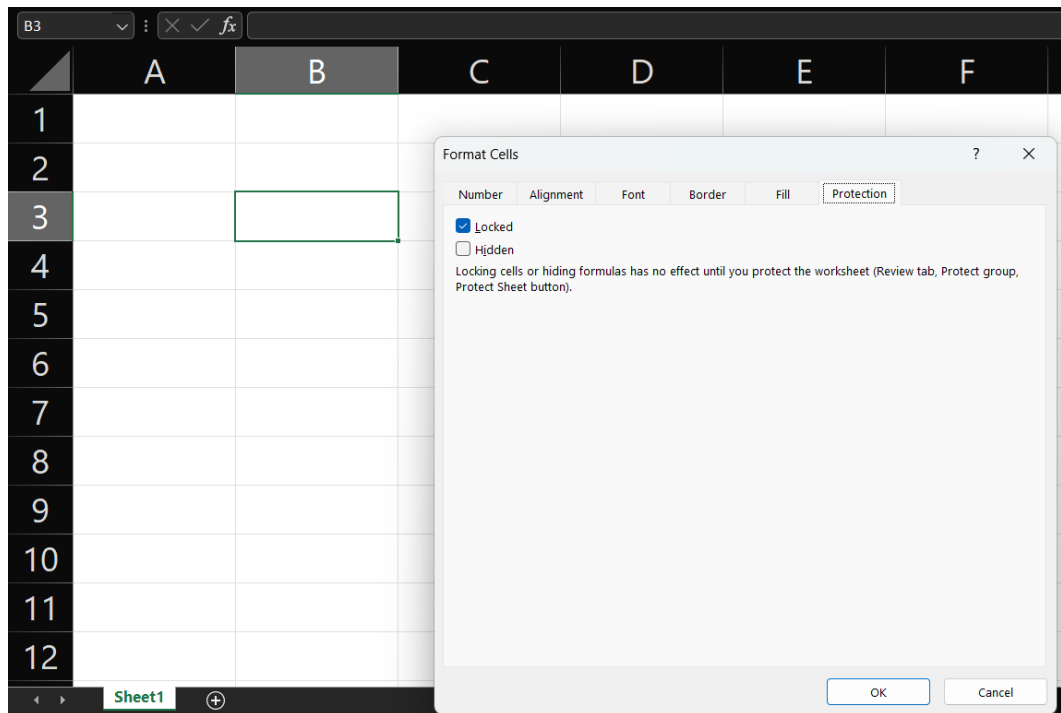
- A, B, C, D are denoted as of alphabetic values that are used to number vertical columns.
- The horizontal rows that have numbers like 1, 2, 3, 4, 5 are denoted as their numbers...

The major distinction between columns and rows is that one arranges data horizontally from left to right while the other does it vertically from top to bottom.



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

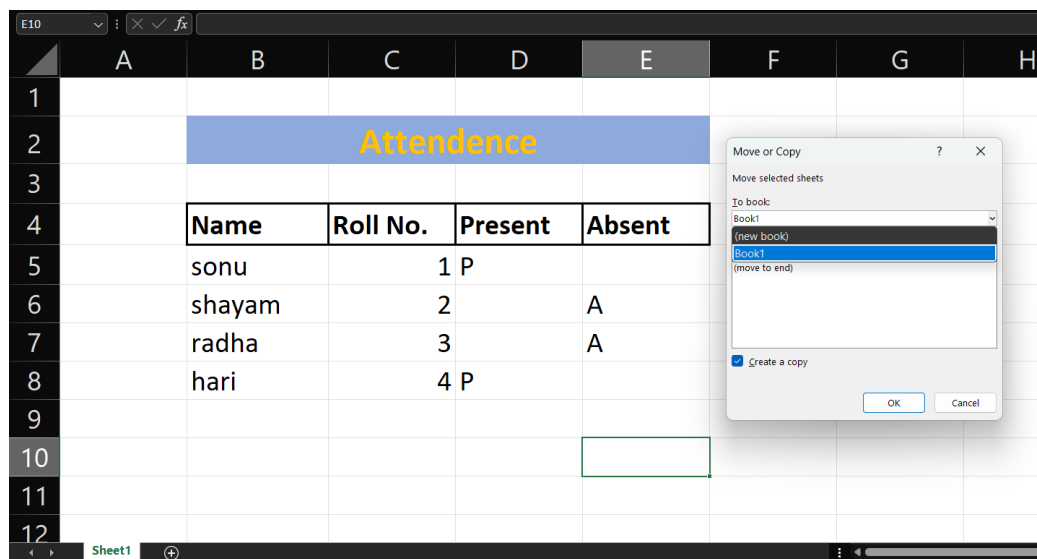
- In Excel file, select the worksheet tab that you want to protect.
- Select the cells that others can edit.
- Right-click anywhere in the sheet and select **Format Cells** , and then go to the **Protection** tab and use **Locked**.



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

- Right click on the Worksheet (sheet1.)
- Then select Move or Copy option from the menu.
- After that, Select (new book) in To book menu.

It will move/copy the worksheet into another Workbook.



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

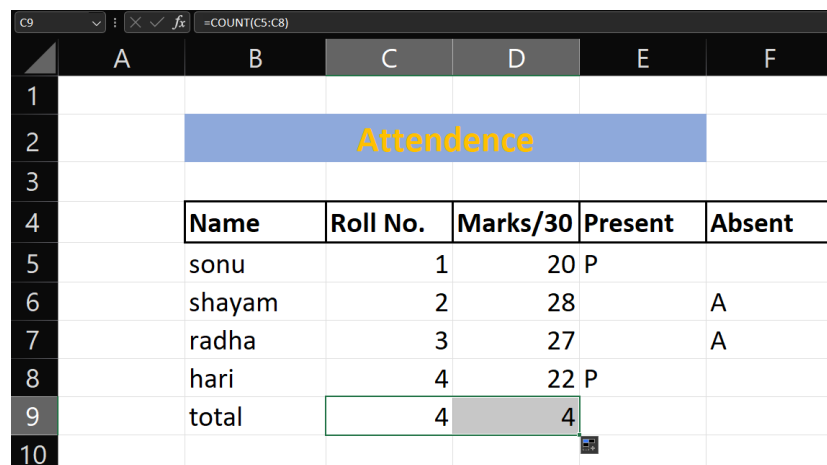
➔ CTRL + N

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

- Quick Access Toolbar
- Ribbon
- Name Box
- Formula Box
- Columns
- Rows
- Cells
- Vertical & Horizontal Bar
- Worksheets
- Worksheets View options
- Zoom Control

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

Relative cell references are basic cell references that adjust and change when copied or when using AutoFill.



| | A | B | C | D | E | F |
|----|---|------------|----------|----------|---------|--------|
| 1 | | | | | | |
| 2 | | Attendance | | | | |
| 3 | | | | | | |
| 4 | | Name | Roll No. | Marks/30 | Present | Absent |
| 5 | | sonu | 1 | 20 | P | |
| 6 | | shayam | 2 | 28 | | A |
| 7 | | radha | 3 | 27 | | A |
| 8 | | hari | 4 | 22 | P | |
| 9 | | total | 4 | 4 | | |
| 10 | | | | | | |

