**Advance Excel Assignment 1**

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

- A cell is an essential part of MS-Excel. It is an object of Excel worksheets. Whenever you open Excel, the Excel worksheet contains cells to store the information in them. You enter content and your data into these cells. Cells are the building blocks of the Excel worksheet. So, you should know every single point about it.

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

- To prevent other users from accidentally or deliberately changing, moving, or deleting data in a worksheet, you can lock the cells on your Excel worksheet and then protect the sheet with a password.

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

The common way to copy a sheet to another workbook is this:

* Right click on the tab that you want to copy, and then click Move or Copy…
* In the Move or Copy dialog box, do the following:
* 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.
* Click Ok

Graphical user interface, application

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

- Ctrl + N used to open a new window document

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

After opening an excel interface,

* We have several options available :
* Home Button
* New Button
* Open Button

Apart from this : we have options buttion as well to do settings if required any.

Also Excel has options of various templates which are by default available.

Below is a screen shot for the same.

Graphical user interface, application

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

By default, a cell reference is a relative reference, which means that the reference is relative to the location of the cell. If, for example, When you copy a formula which is applicable for all rows or columns as per values mentioned in cells, should calculate a

Result, at that time we use relative cell reference