

# Advance Excel Assignment 1

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

**Ans.** Every worksheet is made up of thousands of rectangles, which are called cells. A cell is the intersection of a row and a column. Columns are identified by letters (A, B, C), while rows are identified by numbers (1, 2, 3). A cell. Each cell has its own name—or cell address—based on its column and row.

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.** Press CTRL and drag the worksheet tab to the tab location you want.  
OR

- Right click on the worksheet tab and select Move or Copy.
- Select the Create a copy checkbox.
- Under Before sheet, select where you want to place the copy.
- Select OK.

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

**Ans.** To quickly create a new blank file, press **Ctrl+N** key is used as a shortcut

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

**Ans.** The Excel Starter start-up screen appears, and a blank spreadsheet is displayed. In Excel Starter, a spreadsheet is called a worksheet, and worksheets are stored in a file called a workbook. Workbooks can have one or more worksheets in them.

---

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

**Ans.** A relative reference in Excel is a pointer to a cell or range of cells.

-This is the most widely used type of cell reference in formulas. Relative cell references are basic cell references that adjust and change when copied or when using AutoFill.

Example:

=SUM(B5:B8), as shown below, changes to =SUM(C5:C8) when copied across to the next cell.

