# Assignment Submission

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

Ans. Cells in an Excel sheet are the individual rectangular boxes where data is entered, formed at the intersection of rows (numbered) and columns (lettered). Each cell has a unique address (e.g., A1, B2) and can contain text, numbers, formulas, or functions.

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

Ans. To restrict copying:

1. Select the cells or entire worksheet.

2. Go to the Review tab > Click Protect Sheet.

3. Set a password (optional) and uncheck "Select locked cells" under permissions.

4. Click OK to apply protection, preventing unauthorized copying.

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

Ans. Steps to move/copy a worksheet:

1. Right-click the worksheet tab you want to move/copy.

2. Select Move or Copy.

3. In the dialog box, choose the destination workbook from the dropdown.

4. Select the position (before which sheet).

5. Check "Create a copy" to copy (leave unchecked to move).

6. Click OK.

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

Ans. The shortcut key to open a new window/document in Excel is Ctrl + N.

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

Ans. Key components visible in the Excel interface:

1. Ribbon Menu (tabs like Home, Insert, Formulas)

2. Formula Bar (displays cell content/formulas)

3. Grid of Cells (rows and columns)

4. Sheet Tabs (bottom-left, for switching sheets)

5. Quick Access Toolbar (top-left, for common commands)

6. Status Bar (bottom, shows calculations/page info)

Q.6 When to use a relative cell reference in Excel?

Ans. Use a relative cell reference (e.g., A1) when you want the reference to adjust automatically when the formula is copied to other cells. Example: In a formula like =B2+C2, dragging it down changes references to =B3+C3, =B4+C4, etc.