ASSIGNMENT-1

1. A Workbook having thousands of small small rectangular boxes is called cells. Which is intersection of row’s and columns. Columns are identified by Alphabets, and rows my numbers in excel sheet.
2. For protecting cells from coping. Go to review option in excel. And encrypt the sheet with password it restricts from coping cell’s also for normal users.
3. On edit menu in excel. Select move or copy sheet option. And select the workbook you want to copy/move and paste on the workbook you want.
4. We can use CTRL+N for opening new window document.
5. A blank excel sheet. HOME, INSERT, REVIEW, HELP, MAILING options. And fonts, colour of fonts. Paste. And many other options…
6. Relative cell references are basically used when we edit or change, copy or Autofill in cells..