

## Advance Excel Assignment 1

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

**Ans:**

**Cell:** A cell is a rectangular area formed by the intersection of a column and a row. Cells are identified by the Cell Name (or Reference, which is found by combining the Column Letter with the Row Number.

**For example:** The cell in Column "C" in Row "3" would be cell C3.

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

**Ans:** By default, when you protect a worksheet, all the cells on the worksheet are locked, and users cannot make any changes to a locked cell.

**To set a password to protect cells, follow the steps given below:**

- Go to REVIEW tab and click on "Protect Sheet" option.
- Excel opens the Protect Sheet dialog box. By default, Excel selects the Protect Worksheet and Contents of Locked Cells check box.
- Select any of the check boxes in the Allow All Users of This Worksheet To list box (such as Format Cells or Insert Columns) that you still want to be functional when the worksheet protection is operational.
- The Select Locked Cells and Select Unlocked Cells check boxes are selected by default.
- Type the password in the 'Password to unprotect Sheet' text box.
- Click OK.
- Excel opens the Confirm Password dialog box. Re-enter the password in the Reenter Password to Proceed text box and then

click OK. Notice that if you try to edit a cell, Excel displays an error message.

- -- To remove worksheet protection, click the Unprotect Sheet button in the Changes group on the Review tab. You'll be prompted to type the password that you had set for protection.

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

**Ans:** You can use the **Move or Copy Sheet** command to move or copy entire worksheets (also known as sheets), to other locations in the same or a different workbook. You can use the **Cut** and **Copy** commands to move or copy a portion of the data to other worksheets or workbooks.

#### Move a worksheet within a workbook:

Select the worksheet tab, and drag it to where you want it.

#### Copy a worksheet in the same workbook:

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?

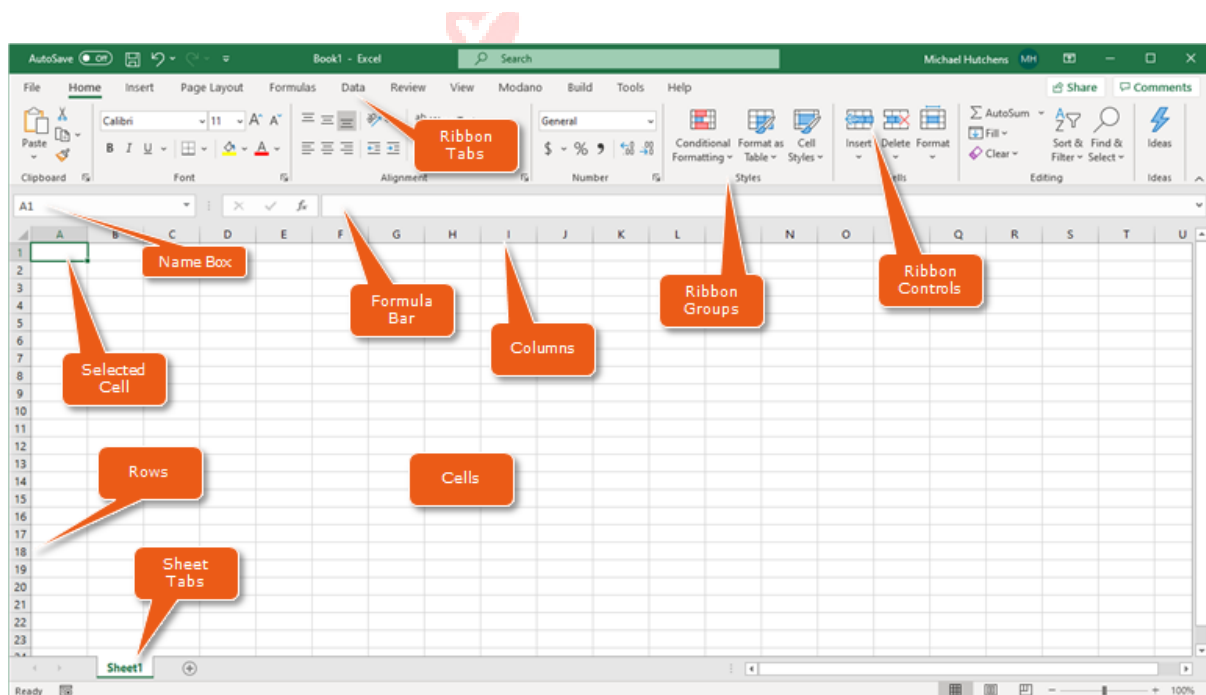
**Ans:** **ctrl+N**

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

### **Ans: Excel Interface:**

The Excel interface revolves around the *ribbon*, which is the strip of controls across the top section of the application window. The ribbon is comprised of tabs, which contain groups of controls, and this terminology is used to identify the location of tools. For example, bold font is applied to the selected range via the Home tab, Font group, Bold button.

The following image shows the Excel 2016 application window with the Home tab active and an open workbook containing one empty worksheet:



### **File Formats:**

#### **Introducing File Formats:**

An Excel workbook can be saved in several different formats, each with a unique file extension, e.g. .xlsx, .xlsm.

To save a new workbook into a particular format, or convert an existing workbook into a different format, select the File tab in the top left corner and select the desired format from the Save As menu. Alternatively, use the keyboard shortcut Alt+F+A to activate the Save As dialog box, then choose the desired file format from the Save As Type drop down box.

### **Comparing File Formats:**

Each Excel file format has different levels of functionality and compatibility with different versions of Excel. This should be considered when choosing a file format.

### **Editing Cell Content:**

Each cell in a worksheet may contain a constant or a formula. Constants are sometimes referred to as 'hard-codes' or 'inputs', although the correct and least misleading terminology is 'constants'. An example of both constant and formula cell content is provided below, with the formula bar showing the content of each cell:

### **Cut, Copy & Paste:**

Content within ranges can be moved and copied using Excel's cut, copy and paste commands.

### **Copy & Pasting:**

If a range is copied and pasted to another range, a duplicate of the source range is created within the destination range. All references to cells within the source and destination ranges are retained.

### **Cut & Pasting:**

If a range is cut and pasted to another range, the source range is moved to the destination range and the content within the destination range is

deleted. All references to cells within the source range will move to their corresponding cells within the destination range, but any prior references to cells within the original destination range are invalidated. Model users should therefore take great care when using the cut and paste command.

### **Cut Copy Mode:**

When a range is cut or copied the selection will have a flashing border to indicate that the selected range has been cut or copied. This state is called 'Cut Copy Mode', and is shown below in Excel 2016:

Cut Copy Mode can be cancelled by pressing the Escape key.

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

#### **Ans: Relative Cell References:**

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.