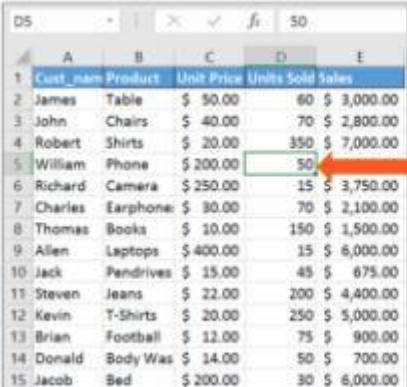


Advance Excel Assignment 1

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

->Cells are the boxes you see in the grid of an Excel worksheet, like this one. Each cell is identified on a worksheet by its reference, the column letter and row number that intersect at the cell's location.




Cell Address - D5

	A	B	C	D	E
1	Cust_name	Product	Unit Price	Units Sold	Sales
2	James	Table	\$ 50.00	60	\$ 3,000.00
3	John	Chairs	\$ 40.00	70	\$ 2,800.00
4	Robert	Shirts	\$ 20.00	350	\$ 7,000.00
5	William	Phone	\$ 200.00	50	\$ 10,000.00
6	Richard	Camera	\$ 250.00	15	\$ 3,750.00
7	Charles	Earphone	\$ 30.00	70	\$ 2,100.00
8	Thomas	Books	\$ 10.00	150	\$ 1,500.00
9	Allen	Laptops	\$ 400.00	15	\$ 6,000.00
10	Jack	Pendrives	\$ 15.00	45	\$ 675.00
11	Steven	Jeans	\$ 22.00	200	\$ 4,400.00
12	Kevin	T-Shirts	\$ 20.00	250	\$ 5,000.00
13	Brian	Football	\$ 12.00	75	\$ 900.00
14	Donald	Body Was	\$ 14.00	50	\$ 700.00
15	Jacob	Bed	\$ 200.00	30	\$ 6,000.00

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

-> 1. First, choose the data you want to protect.



	A	B	C	D	E	F
1	Cust_name	Category	Product	Unit Price	Units Sold	Sales
2	James	Furniture	Table	\$ 50.00	60	\$ 3,000.00
3	John	Furniture	Chairs	\$ 40.00	70	\$ 2,800.00
4	Robert	Clothing	Shirts	\$ 20.00	350	\$ 7,000.00
5	William	Electronics	Phone	\$ 200.00	50	\$ 10,000.00
6	Richard	Electronics	Camera	\$ 250.00	15	\$ 3,750.00
7	Charles	Electronics	Earphones	\$ 30.00	70	\$ 2,100.00
8	Thomas	Others	Books	\$ 10.00	150	\$ 1,500.00
9	Allen	Electronics	Laptops	\$ 400.00	15	\$ 6,000.00
10	Jack	Electronics	Pendrives	\$ 15.00	45	\$ 675.00
11	Steven	Clothing	Jeans	\$ 22.00	200	\$ 4,400.00
12	Kevin	Clothing	T-Shirts	\$ 20.00	250	\$ 5,000.00
13	Brian	Others	Football	\$ 12.00	75	\$ 900.00
14	Donald	Others	Body Wash	\$ 14.00	50	\$ 700.00
15	Jacob	Furniture	Bed	\$ 200.00	30	\$ 6,000.00

2. Hit Ctrl + Shift + F. The Format Cells tab appears. Go to the Protection tab. Check Locked and click OK.

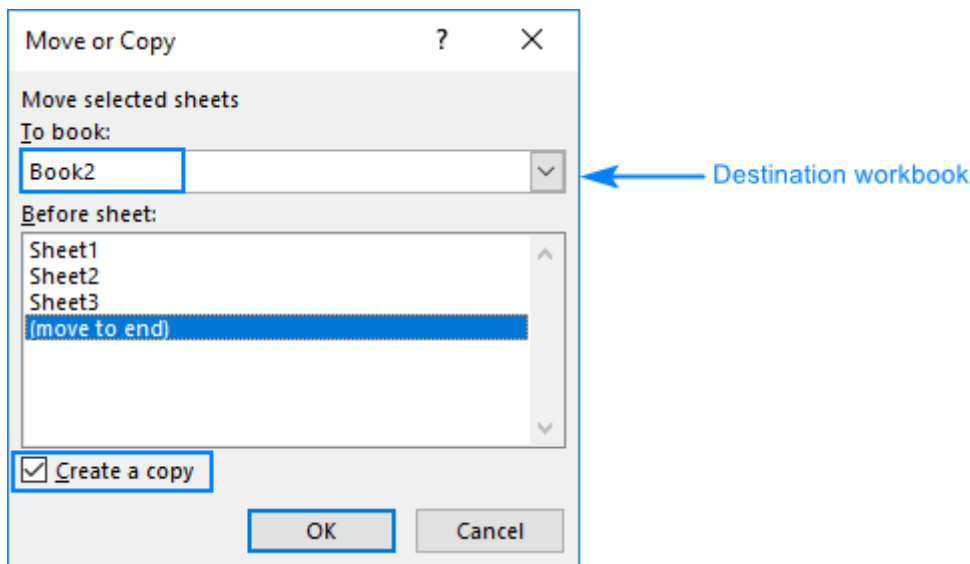


3. Next, go to the Review tab and select Protect Sheet. Enter the password to protect the sheet.

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

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

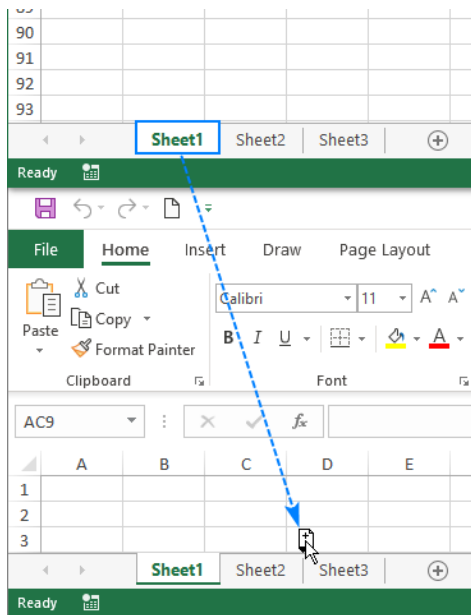
1. Right click on the tab that you want to copy, and then click **Move or Copy...**
2. In the *Move or Copy* dialog box, do the following:
 - Under *To book*, choose the target file. To place a copy into a new workbook, select *(new book)*.
 - Under *Before sheet*, specify where to put the copy.
 - Select the **Create a copy** box.
 - Click **OK**.



Note. Excel displays only the **open workbooks** in the *To book* drop-down list, so be sure to open the destination file before copying.

Apart from this traditional route, there is one more way to do the same thing. Copying a sheet to another workbook by dragging

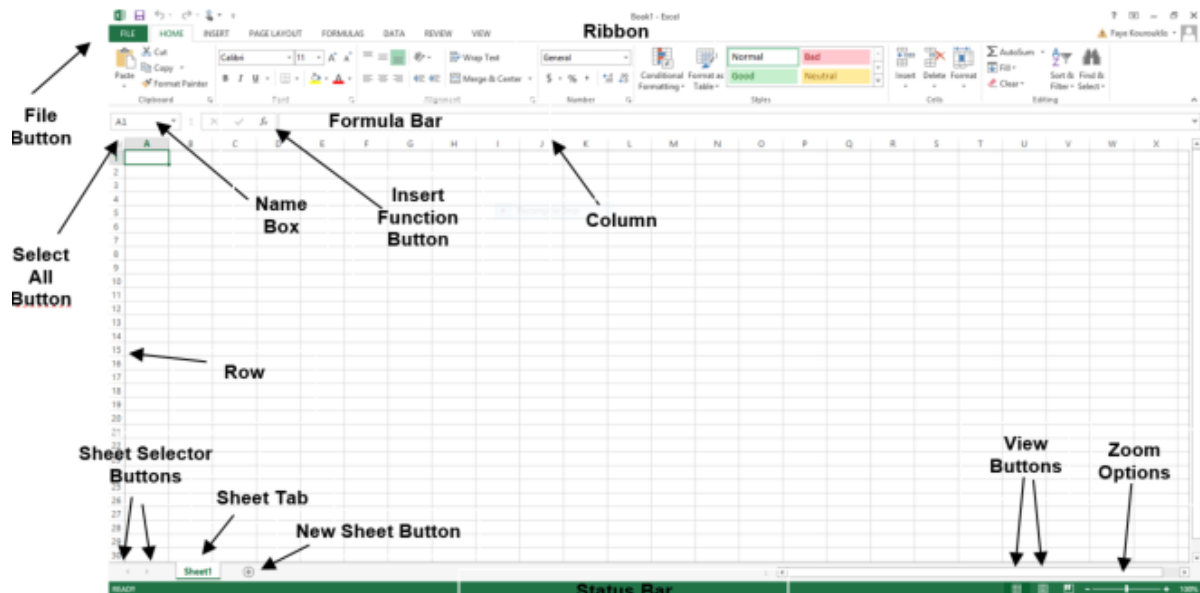
1. Open the source and target workbooks.
2. On the *View* tab, in the *Windows* group, click **View Side by Side**. This will arrange the two workbooks horizontally.
3. In the source workbook, click the sheet tab you'd like to copy, hold down the **Ctrl** key and drag the sheet to the target workbook.



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

-> To quickly create a new blank file or email, press **Ctrl+N**. Open the New page.

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



Interface Element	Description
Ribbon Tabs	Ribbon Tab is a tab that organizes commands by topic
The Ribbon	Commands underneath the Tabs
Ribbon Groups	Grouping of related commands
Dialog Box Launcher	Opens a dialog box that includes additional commands

Quick Toolbar	Access	One click access to any frequently used command
Name Box		Displays cell location and can be used to navigate to a cell location
Select All Button		Selects all the cells in a worksheet
Formula Bar		View, enter, or edit cell contents
Insert Button	Function	Displays Insert Function dialog box
Scroll Bars		Used to navigate up, down, left & right
Zoom Slider		Zoom into an area of the worksheet
View Buttons		Switch between Normal, Page Layout and Page Break Preview views
Worksheet tabs		Tabs used to select individual worksheets
The Workspace		The area inside of the columns and rows used in Excel
Columns		Columns use letters
Rows		Rows use numbers

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

-> Relative references are especially convenient whenever you need to repeat the same calculation across multiple rows or columns.