***Assignment 1 :-***

**Ans1:-** The cell is intersection of the row and column. The cells in contain three types of information that are Text, Number and Formula. Each small box in excel sheet is a cell.

**Ans2:-** First open the worksheet and go to file tab at the left top corner of your screen. Second select Info and Third select protect workbook and then select encrypt with password. After that type password as you want to set then OK. We can also save our excel sheet from copy-paste by making it read-only.

**Ans3:-** Sheet name in File - (Raw, Summary, Conclusion, sheet4):- First select sheets (Raw, conclusion and sheet4) from the file with the help of CTRL and click the right button of mouse then click on move or copy. Second select option new book from **To book** after that select create a copy then ok. Now our selected sheets will have moved in new worksheet.

**Ans4:-** CTRL+N –For opening a new window or file.

**Ans5:-** First we can see the Excel and loading file while opening. After that we check everything. But according to me first we open a file then save the file after that we do start work.

**Ans6:-** The relative cell is uses when the formula is copied to any other cell or any other worksheet.