**Advance Excel Assignment 1**

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

In an Excel spreadsheet, cells are the individual rectangular boxes where you can input and store data. Cells are identified by their unique combination of a column letter and a row number (e.g., A1, B2, C3, etc.). They are the fundamental building blocks of an Excel worksheet and can contain various types of data, such as text, numbers, formulas, and functions.

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

To restrict someone from copying a cell from your worksheet, you can apply protection to the worksheet or specific cells. Here's how you can do it:

- Select the cells or worksheet you want to protect.

- Right-click on the selected area and choose "Format Cells."

- In the "Format Cells" dialog box, go to the "Protection" tab.

- Uncheck the "Locked" option to allow users to edit the cells.

- Click "OK" to close the dialog box.

- Now, protect the worksheet by going to the "Review" tab, clicking "Protect Sheet," and setting a password if desired. Make sure to uncheck the "Select locked cells" option.

This way, users can't copy the cells unless they unprotect the worksheet, and even then, they can't copy locked cells.

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

To move or copy a worksheet into another workbook in Excel:

- Open both the source workbook (the one containing the worksheet you want to move or copy) and the destination workbook (the one where you want to place the worksheet).

- In the source workbook, right-click on the tab of the worksheet you want to move or copy.

- Select "Move or Copy" from the context menu.

- In the "Move or Copy" dialog box, choose the destination workbook from the "To book" dropdown list.

- Select where you want to place the worksheet within the destination workbook (before or after a specific sheet).

- Optionally, check the "Create a copy" checkbox if you want to make a copy of the worksheet instead of moving it.

- Click "OK" to complete the action.

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

In Microsoft Excel, we can use the shortcut key "Ctrl + N" to open a new window or document. This allows you to have multiple Excel windows open simultaneously, each with its own workbook or worksheet.

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

After opening the Excel interface, we will typically notice the following elements:

- Ribbon: The ribbon is the horizontal menu bar at the top of the Excel window, which contains various tabs (e.g., Home, Insert, Formulas, Data, etc.) with commands and tools related to different tasks.

- Worksheet: The main area of the Excel window is the worksheet grid, consisting of rows and columns of cells where you can enter and manipulate data.

- Formula Bar: The formula bar is located just below the ribbon and displays the contents of the active cell. You can also use it to edit cell contents or enter formulas.

- Columns and Rows: Columns are labeled with letters (A, B, C, etc.), and rows are labeled with numbers (1, 2, 3, etc.), allowing you to reference specific cells using their column and row headers.

- Status Bar: The status bar is at the bottom of the Excel window and provides information about the current worksheet, such as cell sum, average, and other status indicators.

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

Relative references are the default in Excel formulas and are indicated by cell references without a dollar sign. For example, if you have a formula "=A1+B1" in cell C1 and copy it to cell C2, Excel will automatically update it to "=A2+B2" because it's using relative references.

Use relative references when you want the formula to work with the relative position of cells.