**Advance Excel Assignment 1**

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

Cells are the boxes we see in the grid of an Excel worksheet. Each cell is identified on a worksheet by its reference, the column letter and row number that intersect at the cell's location. For Eg: the cell is in column D and row 5, so it is cell D5. The column always comes first in a cell reference.

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

To protect the cells from getting copied, Follow the below action sequence,

**Select the whole sheets🡪Format cells🡪Click “Protection tab”🡪uncheck ”Locked”.**

**Select the cells need to be protected🡪 Format cells🡪Click “Protection tab”🡪check ”Locked”**

**Review🡪Protect sheet(Can use password also)**

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

**Edit menu🡪 Click Sheet > Move or Copy Sheet.** **On the To book menu, click the workbook that you want to move the sheet to from to Book tab🡪Select the workbook🡪Click OK**

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

Cntrl+N

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

* Title bar. The title bar displays both the name of the application and the name of the spreadsheet.
* Menu bar
* Column headings
* Row headings
* Name box
* Formula bar
* Cell
* Navigation buttons and sheet tabs.
* Tool bar

1. 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.