**Advance Excel Assignment – 1**

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

Ans: The cell is a rectangular box-like structure and the basic unit of the Excel worksheet. The intersection of a row and column can create a cell, which can contain different types of data such as numbers, texts, functions, or formulas.

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

Ans: First, go to the ‘File’ tab on the top-left corner of the workbook, then select the ‘Info’ option. Now, in the ‘Protect Workbook’ drop-down we can see multiple options that will restrict someone from copy-paste/editing the workbook.

* Encrypt with Password: We can protect the workbook by encrypting it with a password. So, anybody without having a correct password, can’t open the workbook.
* Mark as Final: We can also protect the workbook from copy-paste by making it ‘read-only’. This can be done by selecting the option ‘Mark as Final’.
* Protect sheet: We can also use the ‘Review’ tab to protect any particular single sheet from copy-paste by setting a password.

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

* First, go to the worksheet name tab in the bottom-left corner of the workbook.
* Then, Right-click on the tab for the worksheet you want to copy or move and select ‘Move or Copy’ from the popup menu.
* On the ‘Move or Copy’ dialog box, select the workbook into which you want to copy or move the worksheet from the ‘To book’ drop-down list.
* If we want to copy/move the selected worksheet into an existing workbook, then that workbook has to be open, or else it will not be available in the ‘To book’ drop-down list.
* If we want to copy/move the worksheet to a new workbook then in the drop-down list, we can select the ‘(new book)’ option.
* If we want to copy the worksheet, we must select the ‘Create a copy’ check box.

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

Ans: “Ctrl+N” is used as a shortcut for opening a new document.

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

Ans: Interface of the Excel includes:

**Title bar** - It shows the name of the currently opened document.

**Quick Access Toolbar** - It contains the most commonly used command shortcuts/ buttons, which can be customized based on our needs.

**Ribbon** - It has several ‘tabs’, which can contain different sets of commands. File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Help are some commonly found tabs. Each tab contains commands and command buttons grouped into different categories. We can also customize the Ribbon according to our needs.

**Name Box -** Below the ribbon we find a small box which is known as Name Box. This displays the location or name of the selected cell.

**Formula Bar** – On the right side of the name box we can find a long rectangular box known as Formula Bar. Here we can enter, edit, or change the data, a formula, or a function in a specified cell.

**Rows & Columns** – The larger area of any worksheet contains cells that are divided into rows and columns. Each row and column has a unique name/ identification. In this area, we can store the data as per our needs.

**Horizontal & vertical Scroll Bar** – These will allow you to scroll the worksheet horizontally or vertically.

**Sheet** – In the bottom-left corner we can find the name of the currently opened worksheet. We can insert, delete, rename, copy, and move the worksheet, and many more things we can do from here.

**Status bar** - It indicates the current state of the worksheet's active cell. Ready, Edit, Enter, & Point modes are possible four states for any cell.

**Zoom** - On the bottom right corner of the worksheet, we can find the zoom slider which helps to zoom in and zoom out the current worksheet.

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

Ans: When we want to copy the reference from one cell to the other, to avoid repetitive calculations we can use relative cell reference. This can be done either by directly copying the formula of a cell or by dragging the fill handle to the desired cells.