**Advance Excel Assignment 1**

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

Every worksheet is made up of thousands of rectangles, which are called cells. A cell is the intersection of a row and a column. Columns are identified by letters (A, B, C), while rows are identified by numbers (1, 2, 3). A cell. Each cell has its own name—or cell address—based on its column and row.

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

Method to hide the formula in a cell or cells is

Select the cells or cells,

Right Click, Format cells,

Under the Protection Tab, Mark the check boxes for Locked/Hidden,

Go to Review Tab and click on protect sheet

provide the password for protecting the sheet and formulas in the selected will be hidden for viewing.

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

To copy a sheet from one [Excel](https://microsoft-us.evyy.net/c/148636/434427/3327?subid1=tr-7889328ab3d111e2a22f024c619f5c3d--) workbook to another, using Excel’s user interface, we have to do the following:

Open the source and the target workbook. (The source workbook contains the sheet you want to copy or move. You’ll move or copy the source sheet to the target workbook). In the source workbook, navigate to the sheet you want to copy or move.

Click the Home tab and then click the Format dropdown in the Cells group. Then, select Move or Copy Sheet in the Organize Sheets section. In Word 2003, choose Move or Copy Sheet from the Edit menu. To bypass the ribbon or menu, right-click the sheet tab in the source workbook and choose Move or Copy from the resulting shortcut menu. In the Move or Copy dialog, choose the target sheet from the To Book dropdown. Excel will display only the open workbooks in this list.

If necessary, update the Before Sheet selection.

If you want to copy rather than move the sheet, click the Create a Copy option at the bottom of the dialog.

Click OK and Excel will move or copy the sheet to the target workbook.

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

Create a new document: Press **Ctrl + N** to create a new, untitled document.

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

1. Columns (labelled with letters) and rows (labelled with numbers) make up the cells of your worksheet.

2. Clicking the File tab opens the Backstage view of your workbook, where you can open and save files, get information about the current workbook, and perform other tasks that do not have to do with the content of the workbook, such as printing it or sending a copy of it in e-mail.

3. Each tab in the ribbon displays commands that are grouped by task. You'll probably spend most of your time using the home tab, when you're entering and formatting data. Use the Insert tab to add tables, charts, pictures, or other graphics to your worksheet. Use the Page Layout tab to adjust margins and layout, especially for printing. Use the Formulas tab to make calculations on the data in your worksheet.

4. The pane along the side of the Excel Starter window includes links to Help and shortcuts to templates and clip art, to give you a head-start on creating workbooks for specific tasks, such as managing a membership list or tracking expenses. The pane also displays advertising and a link to purchase a full-feature edition of Office.

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

Relative cell references are basic cell references that adjust and change when copied or when using AutoFill. Example: =SUM (B5:B8), as shown below, changes to =SUM (C5:C8) when copied across to the next cell. Relative references are especially convenient whenever you need to repeat the same calculation across multiple rows or columns.