Advance Excel Assignment 1

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

Ans. In MS Excel, a **sheet** is essentially a worksheet that has been divided into rows and columns to store information about company inventories, revenue, expenses, debts, and credits. We can efficiently rewrite, change, and update the worksheet. You can modify the value stored in a spreadsheet cell.

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

Ans. Firstly, **go to the Review tab and select Protect Sheet**. Secondly, a Protect Sheet window will occur. Type the password you want to set. Click OK to proceed. Finally, reenter the password to confirm. Now, if someone wants to copy-paste, excel will show a message like this.

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

Ans. A. Right click on the tab that you want to copy, and then click Move or Copy.

B. In the *Move or Copy* dialog box, do the following:

* + Under *To book*, choose the target file. To place a copy into a new workbook, select *(new book).*
  + Under *Before sheet*, specify where to put the copy.
  + Select the Create a copy box.
  + Click *OK*.

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

Ans. CTRL + N

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

Ans. First and foremost is the **worksheet**. Each Excel workbook can have an unlimited number of worksheets. Worksheets appear as tabs at the bottom of an Excel workbook window.

The worksheet is the main work area in Excel. Worksheets are made up of cells, displayed in a grid created by the intersection of rows and columns.

At the bottom and right edges of worksheets, are scroll bars. When you select one or more cells in a worksheet, the result is referred to as a selection.

In the upper left of the Excel window, you'll find the **Quick Access Toolbar**, which you can easily customize with the commands most useful to you.

Next is the **ribbon**. The ribbon is the home for all commands and menus in Excel. It's divided into tabs, and each tab contains a group of related commands.

Below the ribbon, at the left, is the **name box**. The name box displays the current location of the cursor, and can be used to name cells or ranges. The name box is part of the formula bar. You can use the formula bar to enter and edit information.

At the bottom of the worksheet window is the **status bar**. The status bar provides useful information updated on a continual basis.

At left, you'll see a current status message. The main area of the status bar contains information about the current selection on the worksheet. The information displayed here can be customized extensively.

To the right are view buttons, which allow you to switch to Page Layout View or Page Break Preview. At the far right is the zoom slider, which allows you to zoom in and out. In addition to the commands in the ribbon, Excel makes many commands available in right-click menus.

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

Ans. When you want to repeat a formula such as trim, sum etc.