# **Advance Excel Assignment 1**

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

Cell is a Boxes we see in a grid In Excel. They are referenced by Column letter and Row number like A5 that means A is column and 5 is row. Cell is used to store the data or for calculation purposes.

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

Under Review Tab, Click protect sheet. It will allow user to restrict someone from accessing that data which is restricted.

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

Under Home Tab go to Format Cell then More or Copy Sheet then select that workbook you want to copy or copy. Or you can do “Alt + H+ O+M”.

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

“Ctrl + N” to Open new Window.

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

Quick Access Toolbar, Ribbon, Name Box, Formula Quick Menu, Formula Bar, Status Bar, Worksheet View Options, Zoom Slider Control, and the Zoom Percentage Indicator

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

It means formula will change you change the cell. For example if you have Formula in Cell C1 = A1+B1 and now you copy C1 to C3 it will automatically update your formula with A3+B3.