

**Q1. What do you mean by cells in an Excel sheet?**

Ans. "cells" refer to individual rectangular boxes or units where you can enter and manipulate data. Each cell is identified by its unique cell reference, which consists of a column letter and a row number. For example, "A1" refers to the cell in the first column and the first row.

**Q2. How can you restrict someone from copying a cell from your worksheet?**

Ans. Go to the Review tab.

1. Click Protect Sheet.
2. In the Protect Sheet dialog box, select the Protect Worksheet and Contents of Locked Cells check box.
3. If you want to allow users to select locked cells, clear the Select locked cells check box.
4. Enter a password and click OK.

**Q3. How to move or copy the worksheet into another workbook?**

1. Open both workbooks that you want to move or copy the worksheet to.
2. Select the worksheet tab that you want to move or copy.
3. Hold down the Ctrl key and drag the worksheet tab to the other workbook.
4. Release the mouse button when the worksheet tab is in the desired location.

**Q4. Which key is used as a shortcut for opening a new window document?**

Ans. "Ctrl + N"

**Q5. What are the things that we can notice after opening the Excel interface?**

Ans. After opening the Excel interface, you will typically observe the following elements:

1. Title Bar: Located at the top of the window, the title bar displays the name of the application, which is Microsoft Excel.
2. Ribbon: The ribbon is a horizontal strip that contains various tabs, such as Home, Insert, Page Layout, Formulas, Data, Review, and View. Each tab contains related groups of commands and functions.
3. Worksheet Area: The worksheet area is the main working area where you can enter and manipulate data. It consists of a grid of cells organized into columns and rows.
4. Formula Bar: The formula bar, located below the ribbon, displays the contents of the currently selected cell. It is used to enter or edit formulas, functions, or values in the active cell.

**Q6. When to use a relative cell reference in excel?**

Ans. Relative cell references in Excel are used when you want a formula to adjust and refer to different cells based on its position when copied or filled to other cells.