Advance Excel Assignment 1

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

Cells are the boxes you see in the grid of an Excel worksheet, like this one. Each cell is identified on a worksheet by its reference, the column letter and row number that intersect at the cell's location. This cell is in column D and row 5, so it is cell D5. The column always comes first in a cell reference.

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

Given below are the steps to protect your sheet.
a.On the Review tab, click Protect Sheet.
b.In the Allow all users of this worksheet to list, select the elements you want people to be able to change. Option. ...
c.Optionally, enter a password in the Password to unprotect sheet box and click OK.

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

You can use the Move or Copy Sheet command to move or copy entire worksheets (also known as sheets), to other locations in the same or a different workbook. You can use the Cut and Copy commands to move or copy a portion of the data to other worksheets or workbooks.

a.Move a worksheet within a workbook
Select the worksheet tab, and drag it to where you want it.
Caution: When you move a sheet to another workbook, check any formulas or charts that refer to data on the sheet because moving the sheet might cause errors or produce unintended results in your data. Similarly, if you move a sheet that is referred to by 3-D references, the calculation might include or leave out data on the sheet.

b.Copy a worksheet in the same workbook
Press CTRL and drag the worksheet tab to the tab location you want.

OR

Right click on the worksheet tab and select Move or Copy.

Select the Create a copy checkbox.

Under Before sheet, select where you want to place the copy.

Select OK.

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

To quickly create a new blank file or email, press Ctrl+N. Open the New page.

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

The interface components of Excel include the Quick Access Toolbar, Ribbon, Name Box, Formula Quick Menu, Formula Bar, Status Bar, Worksheet View Options, Zoom Slider Control, and the Zoom Percentage Indicator.

a. Quick Access Toolbar
The Quick Access Toolbar is found on the top-left of the Excel window which contains the commonly-used commands in Excel. This toolbar can be customized and lets you choose which commands you want to access easil
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b. Ribbon
The Ribbon interface contains the commands that are available for use in Excel. This has multiple tabs including the File, Home, Insert, Page Layout, Formulas, Data, Review, View, Add-ins, and Help tabs. There are tabs that
The tabs are then subdivided in groups based on the usage of the commands. For example, in the Home tab, the commands are grouped in Clipboard, Font, Alignment, Number, Styles, Cells, and Editing.

c. Name Box
The Name Box is an input box which normally displays the name or location of the active cell on the worksheet. This is also used to directly create a named range. When you open a blank workbook, the selected cell is A1, b
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d. Formula Quick Menu
The Formula Quick Menu beside the Name box is a shortcut when you want to insert a function. If you click the fx option, the Insert Function will pop-up to let you choose which Excel function would you like to use.
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e. Formula Bar
The Formula Bar is found just beside the Formula Quick Menu. This allows you to enter or edit data, formula or a function that will appear in the selected cell whose name or location appears in the Name Box.

f. Status Bar
The Status Bar in the bottom-left corner of the Excel window displays various information about the current mode of the workbook.
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g. Worksheet View Options
The Worksheet View Options lets you choose which of the 3 worksheet views you want (Normal, Page Layout, or Page Break Preview). By default, the worksheet view is set to Normal.
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h. Zoom Slider Control
The Zoom Slider Control helps you zoom in and zoom out the worksheet.
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i. Zoom Percentage Indicator
The Zoom Percentage Indicator displays the zoom percentage just beside the Zoom Slider Control. By default, it is set to 100%.
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6. When to use a relative cell reference in excel?

By default, a cell reference is a relative reference, which means that the reference is relative to the location of the cell.
If, for example, you refer to cell A2 from cell C2, you are actually referring to a cell that is two columns to the left (C minus A)—in the same row