Q1: What do you mean by cells in an excel sheet?

Ans: A cell is the intersection of row and column where columns identified by letters (A, B, C) while rows identified by (1,2,3).Each cell has its own name or cell address.

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

Ans: Right click on worksheet tab which you want to make private and click on protect sheet , put the password and click ok.

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

Ans: Step1:Right click on the worksheet tab and select move or copy .

Step2:Now , check the checkbox of create a copy and then select where you want to place the copy .Press ok .

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 : Ribbon , formula bar , name box , worksheet window , sheet tabs , cells .

Q6: When to use a relative cell reference in excel?

Ans : We use relative cell reference whenever we need to repeat the same calculation across multiple rows or columns.