

## Assignment no 1

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

→ It is a rectangular area formed by interaction of column and row

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

→ Go to Menu Bar > Review > protect sheet > password.

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

→ ① open the workbook that you want to move the sheet to

② on the windows menu, click the workbook that contains the sheet that you want to move

③ on the window menu, click sheet > Move or copy sheet.

④ on the To book Menu, click the workbook that you want to the sheet to

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

→  $ctrl + N$ , is used as a shortcut for opening a new window document.

⑤ what are the things that we can notice after opening the excel interface?





⇒ The excel interface includes, Quick access tool bar, Ribbon, Name box, Quick menu etc. --

⑥ When to use relative cell reference in excel?

→ It is used to adjust and change when copied or when using Autofill  
= SUM(B5; B8) changes to = SUM(C5; C8)  
when copied across the next