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

Ans. Cell is a rectangular box accurs at the intersection of a vertical column and

A horizontal row in excel worksheet.

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

Ans. Give password protect worksheet , Another way is to use the build in protect sheet

Feature in most spreadsheet software,allow to lock specific cell or ranges of cell from being edited or copied.

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

Ans. To copy data from one work area to another , we can use windows copy and past shortcuts,Ctrl+c and Ctrl +v. Alternatively you can right\_click the data you want to copy and

Select copy then paste from the menu that appears.

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

Ans.Ctrl+N

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

Ans.1) Formula Bar - found just beside the formula Quick Menu

2)Status Bar - The status bar in the bottom left corner of the excel window displays various information about the current mode of the workbook.

3)Zoom slider control

4)Workbook - The main working area is called as the workbook.

5)Ribbon - the ribbon horizontal strip at the top of the Excel window.

6)Sheet tabs - At the bottom Excel window.

Columns and Rows - The columns are labeled with letters and row are lebeled with numbers.

7)cell - Each intersection of a column and row is a cell.

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

Ans. To perform a similar operation on multiple cells and the formula must change according to the relative address of column and row .