Advance Excel Assignment 1

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

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

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

4. Which key 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?

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

Answer 1--- A cell in Excel is a rectangular-shaped box on the spreadsheet and the basic unit of Excel. Cells are the intersection of columns (labeled as alphabets) and rows (labeled as numbers).

Answer 2---In order to protect your worksheet from getting copied, you need to go into Menu bar >Review > Protect sheet > Password. By entering password, you can secure your worksheet from getting copied by others. and after doing this we can lock a particular cell by right clicking on that cell and then click format cells and then go to protection tab to lock that particular cell.

Answer 3--1.Right click on the worksheet tab and select move or copy.
2.Select create a copy checkbox.
3.Under before sheet select that where you want to move or copy the worksheet and then click ok.
4.We can also open both the workbooks and can use drag option to move a sheet to a different workbook.

Answer4-Ctrl+N

Answer 5---Tittle bar,menu bar,coulmn headings,row heaadings,name box,formula bar,cell,navigation buttons and sheet tabs.

Answer 6--Relative references are used when we want to perform a similar operation on multiple cells and the formula must change according to the relative address of column and row.