**Assignment-1(Excel)**

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

***Sol -*** Cell is the intersection of column and row. Excel represents a cell as “Alphabet Number”.

Eg: C1, A2, B3…. etc.

* *Alphabet represents a column.*
* *Number represents a row.*

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

***Sol -*** select only the cells or columns, rows that you want to protect. Right click and choose Format cells again. Go to the protection tab and check Locked option and click Ok.

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

***Sol -*** Go to Data tab → select Get data → select from Workbook → select the location of the workbook –> now select the sheet you want to insert.

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

***Sol -*** Ctrl + N

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

***Sol -*** Title bar, Toolbar, Menu bar, Formula bar, Cell name box, Column heading, Row heading, Worksheet consist of cells, Sheet tab, navigation buttons, Zoom In/Out panel.

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

***Sol -*** In Relative Cell reference the formula changes as per the location/ or can say relative to the location.

*One of the applications of relative cell reference, let say when you want to do the calculation of the two columns and for that in your formula you don’t have to include any constant value in all throughout the calculation, its just that your formula should have to change its values as per the row. This is the situation generally where we use the relative cell referencing.*