

Advance Excel Assignment 1

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

Ans: In excel sheet an intersection of row and column in the form of box is called cell. In the cell it can contain any data types like text, numbers, float or any values. Example- A1, B7, etc.

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

Ans: **Protecting cells:** By clicking the right tab on the cell then go to the format cell and then choose the protection tab. After clicking on the review tab choose the protected sheet and then set a password.

Worksheet Protection: You can protect the entire worksheet, preventing users from copying cells, by using the "Protect Sheet" feature under the "Review" tab. You can specify what actions users are allowed to perform on the protected sheet.

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

Ans:

1. Right click on the tab and select Move or Copy from the context

menu.

2. This will open the *Move or Copy* dialog box.
3. Under *Before sheet*, choose where you want to place the copy.
4. Put a tick in the Create a copy box.
5. Click *OK*.

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

Ans: In windows the shortcut is CTRL+N

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

Ans: In the excel interface a blank dashboard with the blank cells and a ribbon at the top of Home, Data, Review, Page Layout, Formulas, Help. At the top left in the excel save option and File contain. Below the ribbon there is a formula bar which can edit the formula. Columns are labelled with the name of (1,2,3,4.....) and row contains the alphabetical orders (A,B,C,D.....)

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

Ans: If you have a formula that adds values from two cells like " $=A1+B1$ ", and you copy that formula to a cell in the next row, it will automatically adjust to " $=A2+B2$ ". They are used when you want the same type of calculation to be applied across different rows or columns.

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