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

In an excel sheet, a cell is a rectangular box which is formed by the intersection of a vertical column and a horizontal row in a worksheet. Columns are identified by letters (A, B, C), while rows are identified by numbers (1, 2, 3). Every cell has its own name / cell address—based on its column and row.

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

To restrict someone from copying a cell, only select those cells that are to be protected. Go to Review tab, click Protect Sheet and check the ‘Select Locked Cells’ option and enter a password. Now only certain cells of the sheet will be protected.

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

Right click on the tab that you want to copy, and then click Move or Copy. Then in the Move or Copy dialog box, we have to perform the following:

* Under the ‘To book’ drop down, choose the target file where the sheet is to be moved / copied
* Under ‘Before sheet’ box, specify where to put the copy.
* Select the Create a copy box.
* Click OK.

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

Ctrl + N is used as a short cut to open a new document.

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

* Quick Access Toolbar: It is present at the top left of the excel window. By default, it has save, undo and redo commands. This can be customised as well. User can add their mostly used commands for easy access.
* Ribbon: It has several tabs such as File, Home, Insert, Page Layout, Formulas, Data, Review, View. Help. We can also add Add ins
* Name Box: It displays the name of the active cell
* Insert Function: It is beside the Name box. It is a shortcut when user want to insert a function.
* Formula Bar: It is beside the insert function box. It lets users to enter, edit data, formula that will appear in the selected cell
* Status Bar: It is in the bottom left corner of the Excel window displays information about the current mode of the workbook
* Zoom Slider Control: Helps to zoom in and zoom out the worksheet.
* Additionally, excel worksheet has Column and Row headings, Sheet tabs as well

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

Relative reference is a type of cell reference in Excel. This reference changes when the formula is copied to any other cell or any other worksheet. Relative cell references are used whenever calculations need to be repeated.