**Advance Excel Assignment 1**

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

Ans: - Every worksheet is made up of thousands of rectangles, which are called **cells**. A cell is the **intersection** of a **row** and a **column**. Columns are identified by **letters (A, B, C),** while rows are identified by **numbers (1, 2,3).** Each cell has its own **name** or **cell address** based on its column and row.

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

Ans: - To prevent someone from copying a cell from your Excel worksheet, can be done by following the below steps.

1. Select the cell(s) you want to protect.
2. Right-click on the cell(s) and select "Format Cells" from the drop-down menu.
3. In the "Format Cells" dialog box, click on the "Protection" tab.
4. Check the box next to "Locked" to lock the cell(s).
5. Click on the "OK" button to close the dialog box.
6. Next, go to the "Review" tab in the ribbon.
7. Click on the "Protect Sheet" button.
8. In the "Protect Sheet" dialog box, check the box next to "Protect worksheet and locked cells".
9. Optionally, you can set a password to prevent others from removing the protection.
10. Click on the "OK" button to close the dialog box.
11. **How can you restrict someone from copying a cell from your worksheet?**

Ans: - To move or copy a worksheet into another workbook in Microsoft Excel, can be done by following the below steps.

1. Open the source workbook that contains the worksheet you want to move or copy.
2. Right-click on the worksheet tab and select "Move or Copy" from the drop-down menu.
3. In the "Move or Copy" dialog box, select the workbook where you want to move or copy the worksheet to.
4. If you want to move the worksheet, select the "Move to the end" option. If you want to copy the worksheet, check the "Create a copy" checkbox.
5. Select the worksheet where you want to move or copy the source worksheet to.
6. Click on the "OK" button to close the dialog box.
7. **Which key is used as a shortcut for opening a new window document?**

Ans: - Ctrl + N shortcut is used to open new window document.

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

Ans: - Excel interface has Ribbon, Workbook, Worksheets, Cells, Formula Bar,

Status Bar, Quick Access Toolbar.

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

Ans: - A relative cell reference in Excel is used when referring to a cell in a formula or function. This reference will change based on the position of the formula or function relative to the referenced cell.

You should use a relative cell reference in Excel when you want the formula or function to adjust the reference automatically as it is copied or moved to another cell. This is particularly useful when working with large sets of data, and you want to apply the same formula or function to multiple cells.