**Advance Excel Assignment 1**

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

A cell is an essential part of MS-Excel. It is an object of Excel worksheets. Whenever you open Excel, the Excel worksheet contains cells to store the information in them. You enter content and your data into these cells. Cells are the building blocks of the Excel worksheet. So, you should know every single point about it.

In the Excel worksheet, a cell is a rectangular-shaped box. It is a small unit of the Excel spreadsheet. There are around 17 billion cells in an Excel worksheet, which are united together in horizontal and vertical lines. An Excel worksheet contains cells in rows and columns. Rows are labelled as numbers and columns as alphabets. It means the rows are identified by numbers and columns by alphabets.

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

Steps-

1. Go to the FILE tab at the left-top corner of your screen.
2. Select Info.
3. Select Protect Workbook and then, select Encrypt with Password.
4. Now, the Encrypt Document window will appear.
5. After that, type the password you want to set and click OK.
6. Re-enter the password to confirm and again, click OK.
7. Finally, if someone opens your workbook, it will show a message
8. **How to move or copy the worksheet into another workbook?**

Steps-

1. Select the worksheet you want to move or copy.
2. Click the Format button on the home tab.
3. Select Move or Copy Sheet.
4. Specify the workbook you want to move or copy the worksheet to.
5. The workbook must be open in order for it to appear in this list.
6. Specify where in the selected workbook you want the sheet to appear.
7. To copy the worksheet, check the **Create a copy** box.
8. If this box isn’t checked, the worksheet will be moved directly to the selected workbook and no longer exist in its current location.
9. Click **OK**.
10. **Which key is used as a shortcut for opening a new window document?**

Ctrl+N

1. **What are the things that we can notice after opening the Excel interface?**
2. Quick Access Toolbar
3. File Tab
4. Title Bar
5. Control Buttons
6. Menu Bar
7. Ribbon/Toolbar
8. Dialog Box Launcher
9. Name Box
10. Formula Bar
11. Scroll Bars
12. Spreadsheet Area
13. Leaf Bar
14. Column Bar
15. Row Bar Cells
16. Cells
17. Status Bar
18. View Buttons
19. Zoom control
20. **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.

For instance, in cell A1, we have “=B1+C1.” On copying this formula to cell B2, the formula becomes “=C2+D2.” This is because the first formula refers to two cells on the right of cell A1 while the second formula refers to two cells on the right of cell B2. Cells B1 and C1 are to the right of cell A1 and cells C2 and D2 are to the right of cell B2.