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

Ans: 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.

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

Ans :

Enable worksheet protection

1. In your Excel file, select the worksheet tab that you want to protect.

2. Select the cells that others can edit.

3. Right-click anywhere in the sheet and select Format Cells (or use Ctrl+1, or Command+1 on the Mac), and then go to the Protection tab and clear Locked.

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

Ans:

Copy a sheet to another workbook

Click the sheet that you want to copy. On the Edit menu, click Sheet > Move or Copy Sheet. On the To book menu, click the workbook that you want to copy the sheet to.

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

Ans:

Opens a new window : CTRL+N

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

Ans:

Interface Components

Formula Bar.

The Formula Bar is found just beside the Formula Quick Menu.

Status Bar.

The Status Bar in the bottom-left corner of the Excel window displays various information about the current mode of the workbook.

Zoom Slider Control.

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

Ans:

By default, a cell reference is a relative reference, which means that the reference is relative to the location of the cell. If, for example, you refer to cell A2 from cell C2, you are actually referring to a cell that is two columns to the left (C minus A)—in the same row (2).