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

ANS.EXCEL sheets are in the form of grid system in rows and columns which are knowns as cell.

Each cell has a distinct value, columns are represented in alphabetical order(a,b,c…)whereas rows are numerical(1,2,3…)

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

ANS:-CELL of a worksheet can be restricted from by applying PROTECT SHEET.It can be done by two ways

(a)Click on a particular sheet,right click protect sheet,enter the password again re-enter the password.

(b)click on REVIEW ,then click protect sheet and follow the above process.

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

ANS:-First click on the sheets for which the data has to be copied or moved to another workbook.Right click on the sheet,click on move or copy option.Once you click on move or copy option it will ask for the destination file.

First you need to mention which book or name of book then before which sheet no or just at the last sheet.

It can be copied by clicking on Create a copy.

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

ANS;-CLTRL+N is the shortcut for opening a new window document.

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

Ans:-Once we open a Excel interface a number of options are visible in the ribbion bar which consisits of Home,view,insert,page layout,data,formulas,review to name a few.Below the ribbon bar a grid of rows and columns are visible on which desired operations can be carried out.

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

ANS:-Relative cell reference in excel can be used when on a particular sheet when a particular formulae can be used on the cells horizontally.The formulae can be written on the first and rest of the cells can be applied by just clicking and dragging it down.If we click on any particular cell it will show the operation with equal to sign(=) and the operation along with the cell reference number.