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

Ans :  **A cell is the intersection of a row and a column**.

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

Ans : Yes, it is possible. In order to protect your worksheet from getting copied, you need to go into Menu bar >Review > Protect sheet > Password. By entering password, you can secure your worksheet from getting copied by others.

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

Ans :  **On the Edit menu, click Sheet > Move or Copy Sheet.** **On the To book menu, click the workbook that you want to move the sheet to**.

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

Ans : Ctrl+N

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

Ans : Title bar. The title bar displays both the name of the application and the name of the spreadsheet.

* Menu bar
* Column headings.
* Row headings
* Name box
* Formula bar
* Cell
* Navigation buttons and sheet tabs.

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

ANS :  if you copy the formula =A1+B1 from row 1 to row 2, the formula will become =A2+B2. Relative references are especially convenient **whenever you need to repeat the same calculation across multiple rows or columns**.