# Advance Excel Assignment1

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

    A cell in an excel workbook is a rectangular area formed by the intersection of rows and columns. Columns are identified by letters (A, B, C etc.), whereas rows are identified by numbers (1,2,3…).

    E.g.: A cell denoted by A1, is the intersection of column 'A' and Row 1

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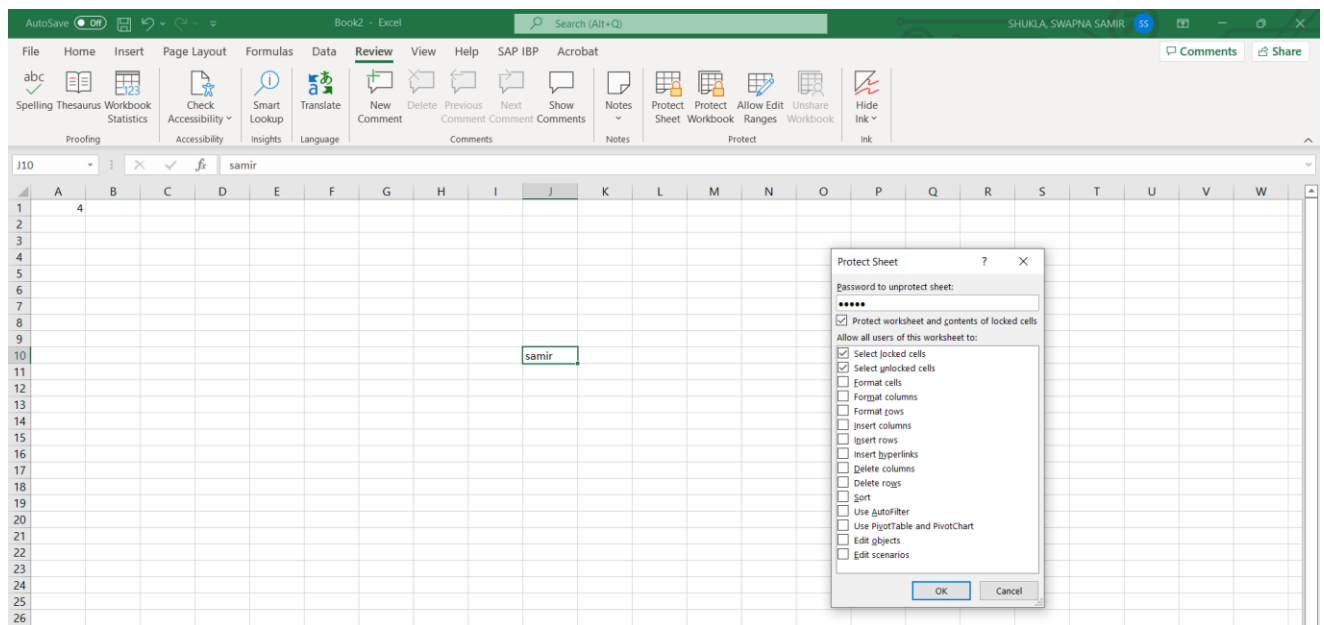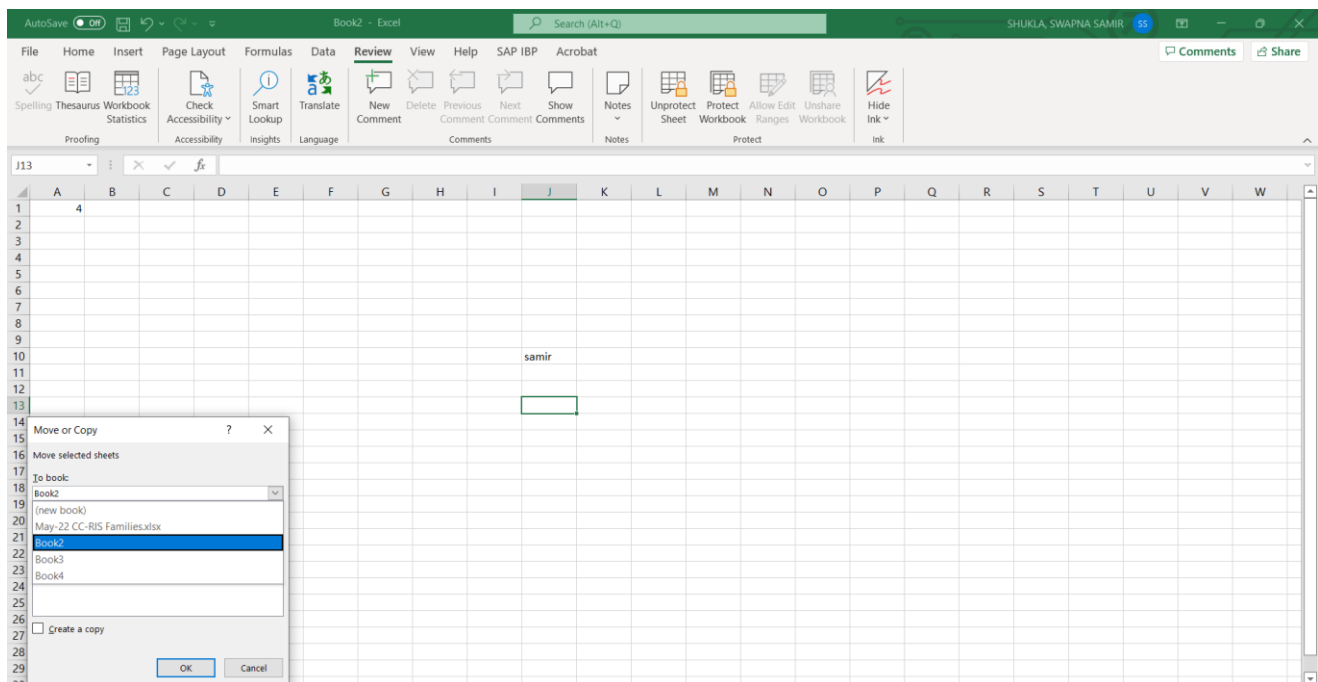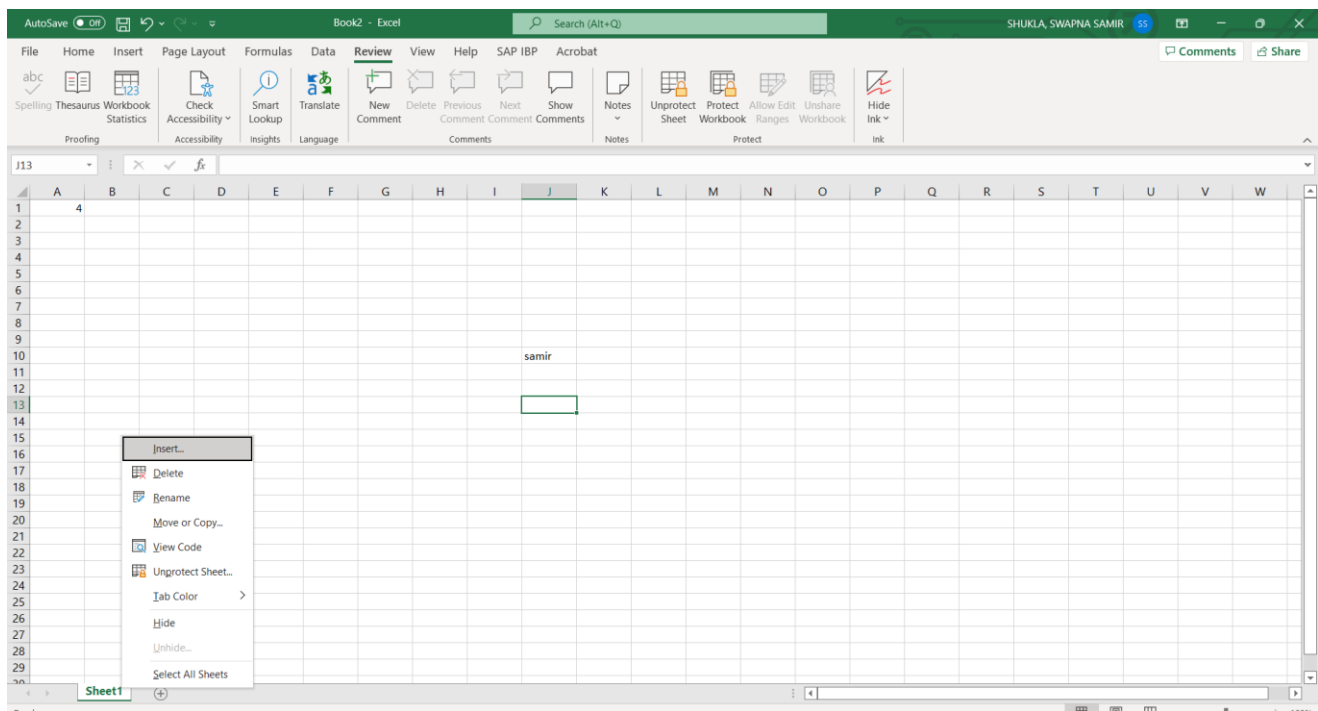

    In the ribbon, go to **Review -> Protect Sheet**.

    Enter a password and select protect worksheet and contents of locked cell.

3. **How to move or copy the worksheet into another workbook?**
    - Right Click on the worksheet
    - Select "Move or Copy"

- On the "To Book" menu :

  o If you simply want to move, select the destination workbook, where you want to move. You can also select the position of the worksheet relative to the worksheets of the destination workbook.

  o If you want to retain a copy of the worksheet in the original workbook, and move the same copy to destination workbook, select "create a copy"

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

    Ctrl + N

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

Ans: The Excel interface opens with a workbook, which is a collection of worksheets. We would see different options based on the version we are using.

For the recent version (2202, released in Jan 2022), here are some of the features that we can see:

*   **Quick Access Toolbar**: As the name suggests, it has options for some common operations such as Save, AutoSave, Undo, Redo etc. Having said that, it is highly customizable.
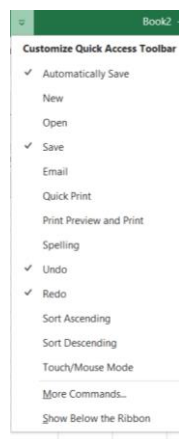

    You can choose any of the options that is needed for your work.

*   **Ribbon**: This has tabs for File, Home, Insert, Page Layout, Formula, Data, Review, View etc

    o   **File** : Takes us to the homepage of Excel. It has options to create a blank workbook, access any of the previously created workbooks, see the list of workbooks opened in the recent past or pin important workbooks for future reference.

    o   **Home**: Common options such as Clipboard, Fonts, Colors, Text Orientation, Data Types, Conditional Formatting etc. amongst others.

    o   **Insert**: Insert Charts, Pictures, Pivot Tables, Slicers etc

o **Page Layout**: Page margins, orientations , print area etc.

o **Formulas**: Formulas for Data analysis.

o **Data**: Get data from external sources such as web, csv/text files, databases etc.
  It also has functionalities for generating forecasts using basic statistical models such as ETS

o **Review**: Protect from copying/editing the contents of sheet

o **View**: Customize how one wants to see the workbook, such as introducing page breaks, freeze panels, switching off gridlines etc.

o **Help**: see details about formulas, or take help from community
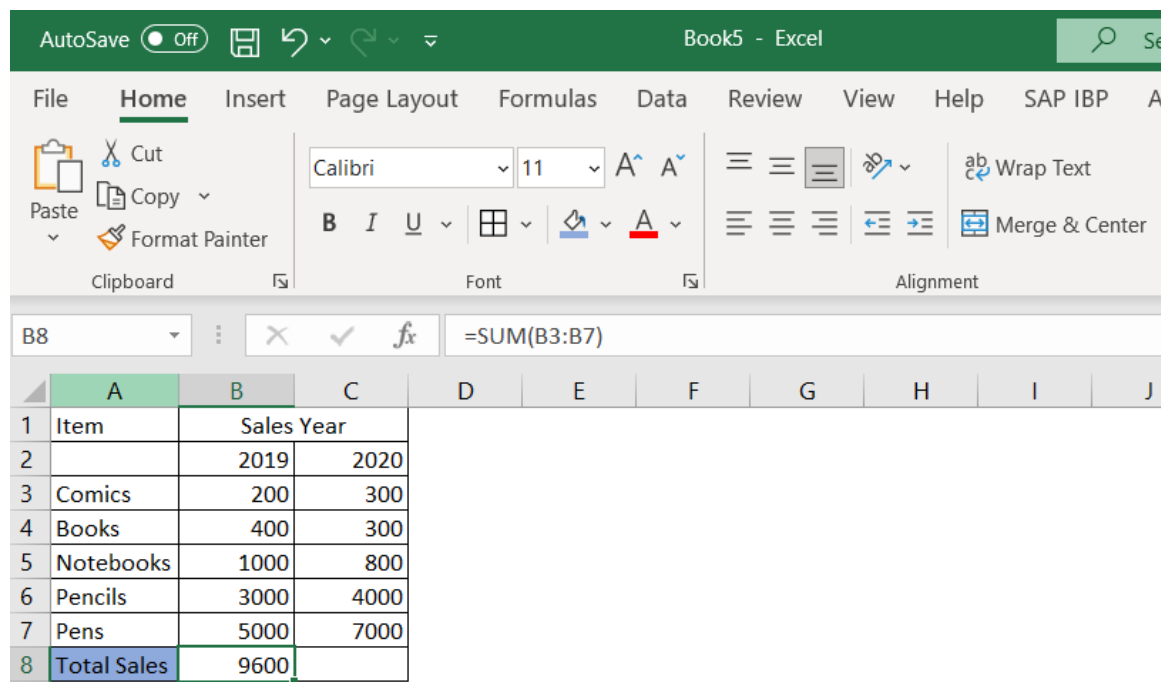
At the bottom, we have **status bar.** The status bar is also highly customizable
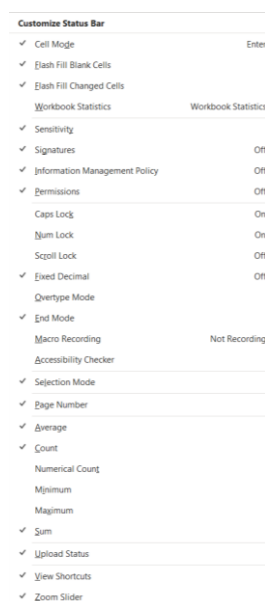
For example: Options such as Average, sum, Count are checked in the above screenshot. This implies that whenever, we select a section of data from the excel, the status bar automatically displays count, sum and average of the data selected.
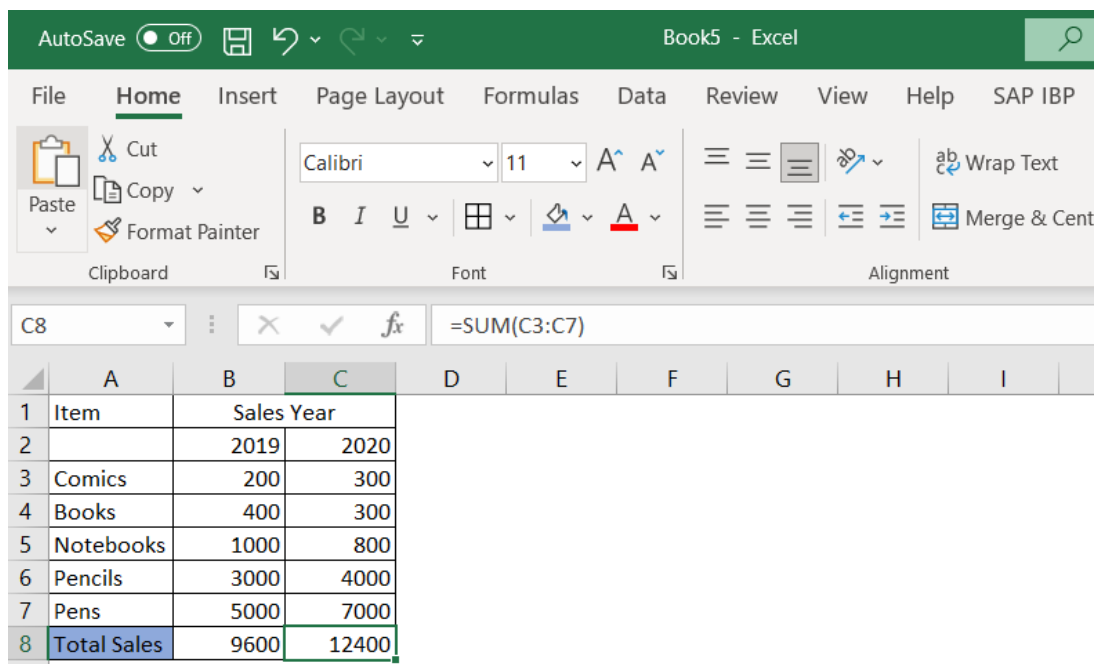
6. **When to use a relative cell reference in excel?**

Relative cell references are basic cell formulas that adjust and change when copying from one cell to another, or while doing an autofill.

Cell B8 contains the total sales for 2019. The formula reads =**sum(B3:B8).** On simply copying the formula to C8, we get: =**sum(C3:C8)**