

# Advance Excel Assignment 1

## Q1. What do you mean by cells in an excel sheet?

A cell is an area on a spreadsheet where data can be entered. Each cell acts as an individual entity in the spreadsheet. Cells are boxes formed by the intersection of vertical and horizontal lines that divide the spreadsheet into columns and rows.

Cells can support various data types ranging from numeric, alphanumeric, string and formulas. The individuality of a cell is defined by the cell number and the letter of the alphabet at the point of intersection.

## Q2. How can you restrict someone from copying a cell from your worksheet?

1. Use Info Option to Protect Excel Sheet from Copy-Paste.  
The easiest way to protect your sheet from copy-paste is to use the 'Info' option.
2. Prevent Excel Sheet from Copy-Paste with Review Tab.  
You can also use the REVIEW tab to protect your sheet from copy-paste. This method is very helpful if you want to protect a single sheet or individual sheets in your workbook.
3. Lock Cells to Secure an Excel Sheet from Copy-Paste.  
Sometimes, we need to protect some specific cells so that others can't copy-paste them. We can also lock all cells to protect our worksheet from copy-paste. This method is more useful when you want to lock some specific cells
4. Apply VBA to Protect Sheet from Copy-Paste in Excel.  
Microsoft Excel provides us with the opportunity to create any program to perform any tasks automatically. We use Visual Basic for Applications (VBA) for this purpose. We can use VBA to protect our excel sheet from copy-paste. Basically, we create some codes in the VBA window that completes our desired tasks.

## Q3. How to move or copy the worksheet into another workbook?

Method 1. Copy Excel sheet by dragging

Method 2. Duplicate a sheet by right-clicking

Method 3. Copy a tab in Excel using the ribbon

To copy a sheet, go to the Home tab > Cells group, click Format, and then click Move or Copy Sheet.

## Q4. Which key is used as a shortcut for opening a new window document?

CTRL + N

## Q5. What are the things that we can notice after opening the Excel interface?

**Title Bar** – contains the name of the workbook. The default is Book1 (and then Book2, etc.). This is replaced by the filename once the Excel workbook is saved.

**Worksheet Tabs** – a list of all the worksheets in the workbook. By default, these are labelled Sheet1, Sheet2, etc. You can navigate to any worksheet in the workbook by

clicking on that worksheet tab. You can also use the four small arrows to the left of the worksheet tabs for navigation purposes.

**Ribbon Tabs** – the top-level menu items. In the example above this consists of Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Automate, Help etc. The actual choices can change depending on the state that you are in. To access most capabilities in Excel you click on one of these ribbon tabs. For each tab, a different ribbon will be displayed.

**Ribbon** – A collection of Excel capabilities organized into groups corresponding to some ribbon tab. For example, the Home ribbon displayed Clipboard, Font, Alignment, Number, etc. groups. Each group consists of one or more icons corresponding to some capabilities in Excel.

Some of the groups on a ribbon are accompanied by a small arrow (to the right of the name of the group). When you click on this arrow you will be presented with a dialog box that provides you with various options to choose from.

**File Tab** – The File tab is located to the left of the Home tab. interface that allows you to open, save and print workbooks.

**Active Cell** – Displays the currently referenced cell. This is the cell which you last clicked on with the mouse or moved to. This cell is highlighted on the display.

**Name Box** – Contains the address of the active cell. You can navigate to another cell simply by entering the address of that cell in the Name Box and pressing the Enter key.

**Formula Bar** – Contains the contents of the active cell. When this is a formula, the formula appears here while the value of the formula appears in the cell. You can optionally click on the fx symbol located just to the left of the Formula Bar to bring up a dialogue box that helps you find the appropriate function as well as the arguments for this formula.

**Vertical/Horizontal Split Controls** – Used to split the worksheet. The vertical split control is a small rectangular box located just above the vertical scroll bar. If you move the control downward, the display of the worksheet splits in two so that you can see two different parts of the worksheet at the same time. If you move the control back to its original position the two parts reunite and only one view of the worksheet is displayed. The horizontal split control is located just to the right of the horizontal scroll bar and works in a similar manner. If you move the control to the left the worksheet display splits horizontally into two parts.

**Status Bar** – contains certain information, including by default the sum, count and average of any highlighted range. It also contains the zoom and zoom slider, which are used to increase or decrease the size of the worksheet display. You can customize what information appears on the status bar by right-clicking on it to display a customization dialogue box.

#### **Q6. When to use a relative cell reference in excel?**

Relative 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 example, 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.