**Excel Assignment -1**

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

Ans: A Cell is an intersection of rows and columns. Columns are denoted by A, B, C whereas rows are denoted by 1, 2, 3.

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

Ans: To go Review -> Manage Protection -> The entire sheet is locked and protected.

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

Ans: Sheet -> Move or Copy Sheet

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

Ans: Ctrl + N

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

Ans: The things that we notice after opening the Excel interface are as follows:

1. Quick Access Toolbar
2. Ribbon
3. Title Bar
4. Formula Bar
5. Dialogue Launcher
6. Group
7. Zoom Slider
8. Status
9. Horizontal/Vertical scroll bar

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

Ans: We use relative cell reference in excel whenever calculations need to be repeated.