Advanced Excel Assignment 1

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

Cell is a rectangular shaped box. Cells are the intersection of rows and columns. Cells are basic unit of excel.

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

In excel spreadsheet, to protect someone from copying a cell we need to go into menu bar > Review > Protect sheet and set a password.

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

First right-click on selected sheet then select “Move or copy” option. then we get a dialog box with name “Move or copy”. select “new” from option “To book” by dropdown, then tick mark on “create a copy” shown below. Finally click OK

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

CTRL + N

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

The interface components of excel is include the ribbon, Quick access toolbar, formula bar, title bar, Name box, file tab, dialogue box launcher, cells, status bar, view buttons, scroll bars, zoom control, sheet tab.

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

We use relative cell reference when we want to repeat the same formula with different cells.