

1. An excel worksheet comprises thousands of rectangles which are called cells. A cell is an intersection of a row and a column. In other words, where a row and a column meet.
2. After selecting the data press the shortcut key (Ctrl + Shift + F) for format cells. A dialog box will open then go to the Protection tab and check the locked option and press ok. In the Review tab select the protect sheet option and set a password.
3. After right-clicking the sheet select move or copy option. A dialog box will open then in "To book" select the desired workbook and check "Create a copy" then click OK. Or, simply drag the worksheet to another workbook.
4. Alt + W + N is used as a shortcut for opening a new window document.
5. After opening the excel interface we notice many rectangular boxes. At the top of the screen, there are a few tabs and some tools or options related to each tab beneath it also.
6. When we need to perform some calculations relative to a column then relative cell reference is used. Generally it is used to do repeated calculations.