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

A cell in Excel is a rectangular-shaped box on the spreadsheet and the basic unit of Excel. Cells are the intersection of columns (labelled as alphabets) and rows (labelled as numbers). Cells can store values in numbers, text, date format, the combination of numbers and texts, etc. The total cells in the range A1: XFD1048576. ROWS returns a count of 1,048,576 and COLUMNS returns a count of 16,384, to the final result is **17,179,869,184**.

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

**Yes, it is possible.** In order to protect your worksheet from getting copied, you need to go into Menu bar >Review > Protect sheet > Password. By entering password, you can secure your worksheet from getting copied by others. Also, there are option that only certain things we can allow to users if we want to allow from the list.

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

Below there are the few ways of copy or move the worksheet in another workbook The common way to copy a sheet to another workbook

Open the Move or Copy dialog box either by right-clicking the sheet tab and selecting **Move or Copy** from the context menu or by clicking **Home** tab > **Format** > Move or Copy Sheet.

1. **dragging method:**
2. Open the source and target workbooks.
3. On the View tab, in the Windows group, click **View Side by Side**. This will arrange the two workbooks horizontally.
4. In the source workbook, click the sheet tab you'd like to copy, hold down the Ctrl key and drag the sheet to the target workbook.

Now, you have a tree-view of all open workbooks and can easily drag sheets between different files

• To move a sheet or several selected sheets, drag them in the Workbook Manager window.

• To copy one or more sheets, drag them while holding the Ctrl key.

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

**Ctrl+O**. Create a new document. Ctrl+N. Save the document. Ctrl+S.

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

* **Home**
  + Comprises options like font size, font styles, font colour, background colour, alignment, formatting options and styles, insertion and deletion of cells and editing options
* **Insert**
  + Comprises options like table format and style, inserting images and figures, adding graphs, charts and sparklines, header and footer option, equation and symbols
* **Page Layout**
  + Themes, orientation and page setup options are available under the page layout option
* **Formulas**
  + Since tables with a large amount of data can be created in MS excel, under this feature, you can add formulas to your table and get quicker solutions
* **Data**
  + Adding external data (from the web), filtering options and data tools are available under this category
* **Review**
  + Proofreading can be done for an excel sheet (like spell check) in the review category and a reader can add comments in this part
* **View**
  + Different views in which we want the spreadsheet to be displayed can be edited here. Options to zoom in and out and pane arrangement are available under this category

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

By default, all cell references are **relative references**. When copied across multiple cells, they change based on the relative position of rows and columns. For example, if you copy the formula **=A1+B1** from row 1 to row 2, the formula will become**=A2+B2.**Relative references are especially convenient whenever you need to **repeat** the same calculation across multiple rows or columns.