**Advance Excel Assignment 1**

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

Ans- In an Excel spreadsheet, a "cell" refers to a single rectangular box where data, text, formulas, or other information can be entered. Cells are identified by their unique combination of a column letter and a row number. For example, the cell located at the intersection of column B and row 3 is referred to as "B3."

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

Ans- To restrict someone from copying a cell from your worksheet, you can follow these steps:  
  
**1. Select the Cell or Range of Cells:** Click on the cell or drag to select a range of cells that you want to protect from copying.  
**2. Right-click on the Selected Cells:** A context menu will appear.  
**3. Choose "Format Cells":** Click on "Format Cells" from the context menu. This will open the Format Cells dialog box.  
**4. Go to the "Protection" Tab:** In the Format Cells dialog box, navigate to the Protection tab.  
**5. Check "Locked":** By default, cells are locked when you protect the worksheet. Checking this option ensures that the cell or range of cells is protected.  
**6. Click "OK":** Once you've checked the "Locked" option, click OK to close the Format Cells dialog box.  
**7. Protect the Worksheet:** Now, protect the worksheet to prevent users from copying the protected cells. To do this, go to the Review tab on the Excel ribbon, click on "Protect Sheet," and set a password if desired. Make sure to uncheck the option "Select locked cells" to prevent users from selecting the locked cells.  
**8. Save the Workbook:** Once you've protected the sheet, save the workbook to apply the changes.

By following these steps, you can restrict someone from copying specific cells from your Excel worksheet.

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

Ans- To move or copy a worksheet into another workbook in Excel:  
  
1. Open both workbooks.  
2. Right-click on the worksheet tab you want to move or copy.  
3. Select "Move or Copy."  
4. In the dialog box, choose the destination workbook and specify where to place the worksheet.  
5. Click "OK."

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

Ans- The shortcut key for opening a new document or window is **Ctrl + N**.

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

Ans- After opening the Excel interface, you may notice several key elements and features, including:  
  
**1. Ribbon:** The Ribbon is located at the top of the Excel window and contains tabs, each with groups of commands related to specific tasks or activities, such as File, Home, Insert, Page Layout, Formulas, Data, Review, and View.  
**2. Worksheet Area:** The main area of the Excel interface consists of one or more worksheets (also known as spreadsheets). Each worksheet is composed of a grid of cells organized into rows and columns.  
**3. Formula Bar:** The Formula Bar is located above the worksheet grid and displays the contents of the currently selected cell. You can use the Formula Bar to enter or edit data, formulas, or text in cells.  
**4. Name Box**: The Name Box is located next to the Formula Bar and displays the name of the currently selected cell or range of cells. You can also use the Name Box to navigate to specific cells or define named ranges.  
**5. Column Headers and Row Numbers:** Columns are labeled with letters (A, B, C, etc.), and rows are labeled with numbers (1, 2, 3, etc.). These headers allow you to reference specific cells using their column letter and row number (e.g., cell A1, cell B2).  
**6. Status Bar:** The Status Bar is located at the bottom of the Excel window and provides information about various Excel features, such as the current cell mode (e.g., "Ready"), calculation mode, and other status indicators like Caps Lock and Num Lock.  
**7. Quick Access Toolbar:** The Quick Access Toolbar is located above the Ribbon and provides quick access to commonly used commands, such as Save, Undo, and Redo. You can customize the Quick Access Toolbar to add or remove commands based on your preferences.

These are some of the key elements and features that you may notice after opening the Excel interface, which provide you with the necessary tools and options to create, edit, and analyze data in spreadsheets.

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

Ans- Relative reference is the default cell reference in Excel. It is simply the combination of column name and row number without any dollar ($) sign. When you copy the formula from one cell to another the relative cell address changes depending on the relative position of column and row. C1, D2, E4, etc are examples of relative cell references. Relative references are used when we want to perform a similar operation on multiple cells and the formula must change according to the relative address of column and row.  
For example, We want to add the marks of two subjects entered in column A and column B and display the result in column C. Here, we will use relative reference so that the same rows of column’s A and B are added.

