

1. Cells are the fundamental building blocks of an Excel worksheet and are used to store and manipulate data. Each cell is uniquely identified by its column letter and row number, forming a reference called a "cell address."
2. In order to protect your worksheet from getting copied, you need to go into Menu bar >Review > Protect sheet > Password. By entering the password, you can secure your worksheet from getting copied by others.

3. Copying a Worksheet:

Open Both Workbooks:

Open the source workbook (the one containing the worksheet you want to copy) and the destination workbook (the one where you want to copy the worksheet to).

Select the Worksheet:

In the source workbook, click on the worksheet tab at the bottom of the Excel window to select the worksheet you want to copy.

Right-Click and Choose "Move or Copy":

Right-click on the selected worksheet tab, and from the context menu, choose "Move or Copy."

Move or Copy Dialog Box:

A "Move or Copy" dialog box will appear. In this dialog box:

- a. Select the destination workbook from the "To book" dropdown list.
- b. Choose the position where you want to place the copied worksheet within the destination workbook using the "Before sheet" dropdown list.
- c. Check the "Create a copy" checkbox.
- d. Click the "OK" button.

Worksheet Copied:

The selected worksheet will be copied to the destination workbook as a new worksheet. You can rename the copied worksheet in the destination workbook if needed.

Moving a Worksheet:

Moving a worksheet follows a similar process as copying, but you won't check the "Create a copy" checkbox. Instead, you'll directly select the destination workbook and position for the worksheet. The worksheet will be moved from the source workbook to the destination workbook.

4. CTRL + N
5. After opening the Excel interface, there are several things you can notice and some of them are mentioned below:

File Tab

Quick Access Toolbar

Worksheet Tabs

Formula Bar

Name Box

Cell Grid

Column Letters and Row Numbers

Status Bar

6. We use cell referencing for calculations across rows and columns, copying formulas, pattern based data entry and repeating a formula with data entry.