

Excel Assignment 1

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

Ans 1 - Cell is a small unit of the excel spreadsheet. There are around 17 billion cells in an excel worksheet, which are formed by the intersection of a column and a row. Cells are identified by cell name which is found by combining the column letter with the row number. For example the cell in column "A" in Row "4" would be cell A4

Que 2 - How can you restrict someone from copying a cell from your worksheet?

Ans 2 – By protecting our sheet with a password.

For this we will Right click on the sheet name then choose protect sheet then we will get a dialogue box then set a password. That's how we will restrict our sheet from copying by someone

Que 3 - How to move or copy the worksheet into another workbook?

Ans 3 – For copy

Open the desired workbooks

Select the sheets which you want to copy from one workbook to another

Right click and select **move & copy**

Select create a copy

Choose the workbook where you want to copy those sheets

Then Click on **OK**

For move

Open the desired workbooks

Select the sheets which you want to move from one workbook to another

Right click and select **move & copy**

Select move to end

Choose the workbook where you want to copy those sheets

Then Click on **OK**

Que 4 - Which key is used as a shortcut for opening a new window document?

Ans 4 – Ctrl + N is the shortcut for opening a new window document.

Que 5 - What are the things that we can notice after opening the Excel interface?

Ans 5 – 1. At the very top we see quick excess tool bar

2. Then we see the menu bar which contains all the tabs

3. Ribbon

4. Name box

5. Formula bar

6. column headings

7. Row headings

8. Navigation buttons and Sheet tabs

Que 6 - When to use a relative cell reference in excel?

Ans 6 - Whenever you need to repeat the same calculation across multiple rows and columns. we use relative cell reference.