Advance Excel Assignment 1

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

Ans: Every worksheet is made up of thousands of rectangles, which are called cells. A cell is the intersection of a row and a column. Columns are identified by letters (A, B, C), while rows are identified by numbers (1, 2, 3). A cell. Each cell has its own name or cell address based on its column and row.

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

Ans: On the worksheet, select the cells you want to lock. Press Ctrl+Shift+F again. On the Protection tab, check the Locked box, and click OK. To protect the sheet, click Review > Protect Sheet. By entering password, we can secure your worksheet from getting copied by others.

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

Ans: You can use the Move or Copy Sheet command to move or copy entire worksheets (also known as sheets), to other locations in the same or a different workbook. You can use the Cut and Copy commands to move or copy a portion of the data to other worksheets or workbooks.

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

Ans: Ctrl+N is used as a shortcut for opening a new window document.

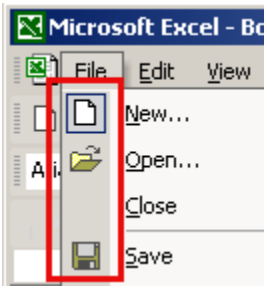
5. **What are the things that we can notice after opening the Excel interface?**

Ans: 1. Workbook- Also called a spreadsheet, the workbook is a unique file created by Excel XP.

2**.** Title bar- The title bar displays both the name of the application and the name of the spreadsheet.

3. Menu bar- The menu bar displays all of the menus available for use in Excel XP. The contents of any menu can be displayed by left-clicking the menu name.

4. Toolbar- Some commands in the menus have pictures or icons associated with them. These pictures may also appear as shortcuts in the toolbar.



5 Column headings-

Each Excel spreadsheet contains 256 columns. Each column is named by a letter or combination of letters.

6. Row headings-

Each spreadsheet contains 65,536 rows. Each row is named by a number.

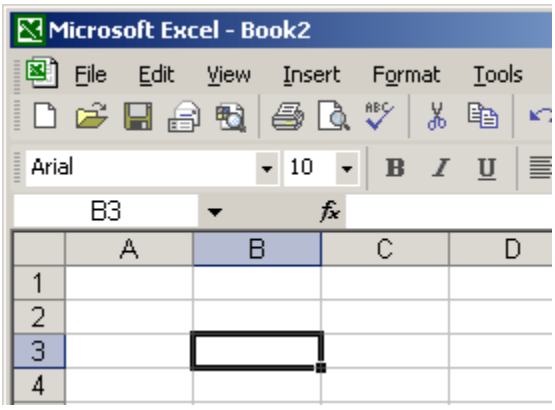
7. Name box-

This shows the address of the current selection or active cell.

8. Formula bar-

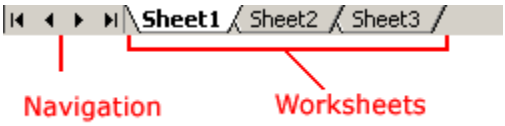
The formula bar displays information entered—or being entered as you type—in the current or active cell. The contents of a cell can also be edited in the formula bar.

9. Cell



A cell is an intersection of a column and row. Each cell has a unique cell address. In the picture above, the cell address of the selected cell is B3. The heavy border around the selected cell is called the cell pointer.

10. Navigation buttons and sheet tabs-



Navigation buttons allow you to move to another worksheet in an Excel workbook. They are used to display the first, previous, next, and last worksheets in the workbook.

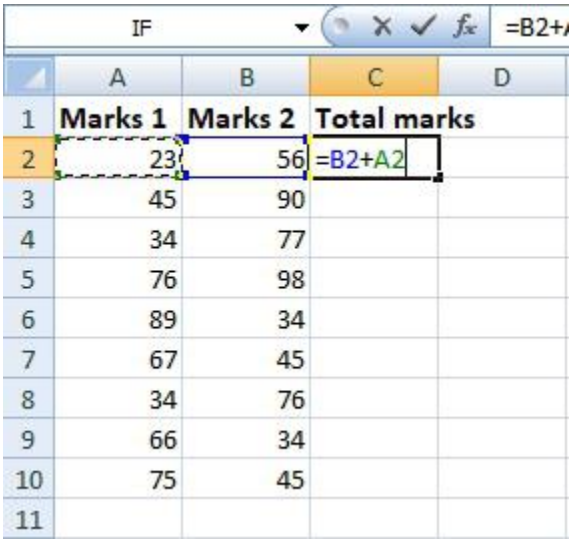
Sheet tabs separate a workbook into specific worksheets. A workbook defaults to three worksheets. A workbook must contain at least one worksheet.

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

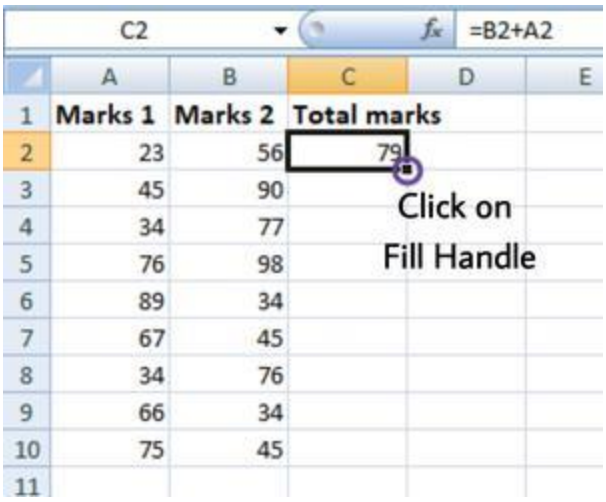
Ans **Relative reference** is the default cell reference in Excel. It is simply the combination of column name and row number without any dollar ($) sign. When you copy the formula from one cell to another the relative cell address changes depending on the relative position of column and row. C1, D2, 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.

Steps to Use Relative Reference:
Step 1: We write the formula in any cell and press enter so that it is calculated. In this example, we write the formula(= B2 + A2) in cell C2 and press enter to calculate the formula.

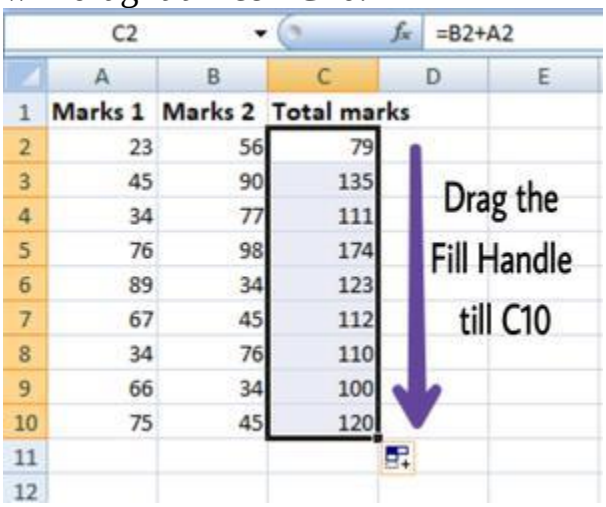


Step 2: Now click on the Fill handle at the corner of cell which contains the formula(C2).



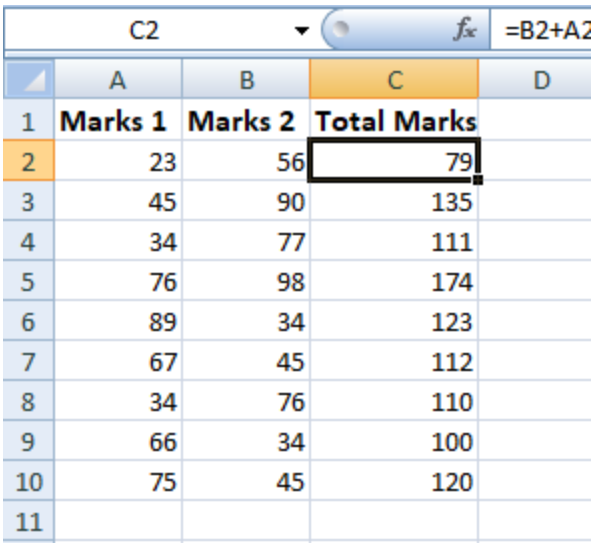
	A	B	C	D	E
1	Marks 1	Marks 2	Total marks		
2	23	56	79		
3	45	90			
4	34	77			
5	76	98			
6	89	34			
7	67	45			
8	34	76			
9	66	34			
10	75	45			
11					

Step 3: Drag the Fill handle up to the cells you want to fill. In our example, we will drag it till cell C10.



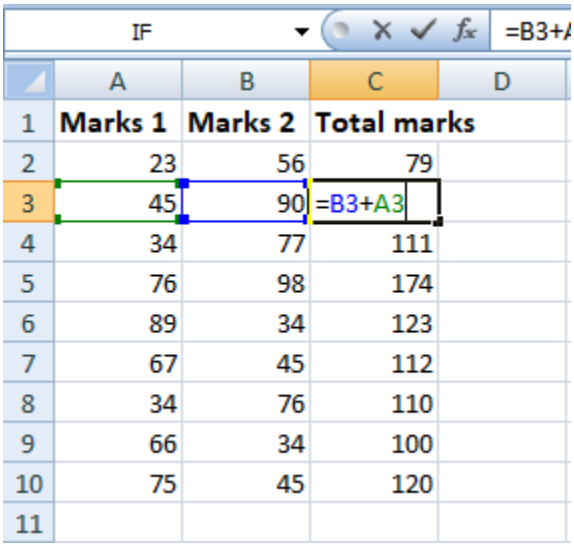
	A	B	C	D	E
1	Marks 1	Marks 2	Total marks		
2	23	56	79		
3	45	90	135		
4	34	77	111		
5	76	98	174		
6	89	34	123		
7	67	45	112		
8	34	76	110		
9	66	34	100		
10	75	45	120		
11					
12					

Step 4: Now we can see that the addition operation is performed between the cell A2 and B2, A3 and B3 and so on.



	A	B	C	D
1	Marks 1	Marks 2	Total Marks	
2	23	56	79	
3	45	90	135	
4	34	77	111	
5	76	98	174	
6	89	34	123	
7	67	45	112	
8	34	76	110	
9	66	34	100	
10	75	45	120	
11				

Step 5: You can double-click on any cell to check that the operation is performed in between which cells.



	A	B	C	D
1	Marks 1	Marks 2	Total marks	
2	23	56	79	
3	45	90	=B3+A3	
4	34	77	111	
5	76	98	174	
6	89	34	123	
7	67	45	112	
8	34	76	110	
9	66	34	100	
10	75	45	120	
11				

Thus, in the above example, we see that the relative address of cell A2 changes to A3, A4, and so on, similarly the relative address changes for column B, depending on the relative position of the row.