

Advance Excel Assignment 1

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

Cells are the boxes you see in the grid of an Excel worksheet, like this one. Each cell is identified on a worksheet by its reference, the column letter and row number that intersect at the cell's location.

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

In order to protect your worksheet from getting copied, you need to go into the Menu bar >Review > Protect sheet > Password. By entering a password, you can secure your worksheet from getting copied by others.

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

Click the sheet that you want to copy. On the Edit menu, click Sheet > Move or Copy Sheet

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

Ctrl + N is to open a new document in MS word.

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

The **Excel** window · Workbook · Title bar · Menu bar · Toolbar · Column headings · Row headings · Name box · Formula bar

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

Relative cell references are basic cell references that adjust and change when copied or when using AutoFill. Example: =SUM(B5:B8), as shown below, changes to =SUM(C5:C8) when copied across to the next cell. Situations arise in which the cell reference must remain the same when copied or when using AutoFill.

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