**Advance Excel Assignment 1**

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

Cells are the basic empty blocks of a worksheet. Every worksheets are made by thousands of rectangular shaped boxes, intersection of a row and a column where we put our input data.

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

There are multiple ways to protect to lock the cells, Select the cells > Right-click > Format cells > Protection > Mark the checkbox against the labelLocked > Click OK

Or you can do like this using passwords go to Menu Bar > Review Tab > Click on Protect sheet > Type Password.

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

Right click on the bottom part where existing sheet is being used then Move and Copy option will trigger click on it then tick the “Make a copy” and move to new workbook.

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

Ctrl + N.

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

A blank worksheet is being opened at first where we can start working and in some new versions of excel there is a Home window opens where a blank spreadsheet, recent works, workbooks previously opened are available.

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

In formulas there are two type of cell references such as Relative and Absolute.

In Relative cell reference it perfoms the operation on rows and columns of previously used operation on cells using auto filling.

Basically you want to perform a similar operation of further cells and the formula will be followed that used previously.