Advance Excel Assignment 1

# What do you mean by cells in an excel sheet?

The cells are rectangular areas formed by the intersection of columns and rows. Every worksheet in Excel or other office tool (like google sheets etc.) is made up of thousands of rectangles, which are called cells.

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

In order to protect my worksheet from getting copied, I go into

Menu bar >

Review >

Protect sheet >

Password.

By entering password, I can secure your worksheet from getting copied by others. By default, when I protect a worksheet, all the cells on the worksheet are locked, and other users cannot make any changes to a locked cell and worksheet.

# How to move or copy the worksheet into another workbook?

In order to copy or move the worksheet into the other workbook, first open both workbooks then go to the workbook that the worksheet do you want to copy or move, Right click the worksheet do you want to move or copy >move or copy>To book:(Select the Workbook that where you want to move or copy)>Before a sheet > mark “Create a copy” (If you want to copy the worksheet).

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

CTRL+N key is used as shortcut for opening a new window document.

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

After the opening Excel interface, the things can be noticed are listed here:

* **Worksheet control buttons** (top right corner):

Worksheet control buttons has maximize, minimize/restore and close buttons.

* **Title bar:**

Title bar displays the name of the workbook.

* **Quick Access Toolbar:**

The Quick Access Toolbar is a customizable toolbar that contains a set of commands that are independent of the tab that is currently displayed.

* **Ribbon:**

The Ribbon is the strip of buttons and icons, organized into TABS. The Ribbon has many buttons like Home, Insert, and Page Layout.

* **Name box:**

Name box show the name of the active cell.

* **Formula bar:**

The formula bar allows you to enter and edit data in the worksheet.

* **Column number**
* **Row number**
* **Worksheet window**:

The worksheet window contains the open, active worksheet.

* **File Button**
* **Worksheet tabs**
* **Scroll bars**

# When to use a relative cell reference in excel?

Relative references are especially convenient whenever you need to repeat the same calculation across multiple rows or columns.