

# Excel Assignment - 9

## 1. What are the different margins options and do we adjust the margins of the excel worksheet?

Ans: The different margins options are:

- To use predefined margins, click **Normal**, **Wide**, or **Narrow**.
- To specify custom page margins, click **Custom Margins** and then—in the **Top**, **Bottom**, **Left**, and **Right** boxes—enter the margin sizes that we want.
- To set header or footer margins, click **Custom Margins**, and then enter a new margin size in the **Header** or **Footer** box. Setting either the header or footer margins changes the distance from the top edge of the paper to the header or from the bottom edge of the paper to the footer.
- To center the page horizontally or vertically, click **Custom Margins** and then, under **Center on page**, select the **horizontally** or **vertically** check box.

Yes, we can adjust the margins of the excel worksheet.

## 2. Set a background for your table created.

Ans: To set a background for a table are as follows:

1. On the **Page Layout** tab, in the **Page Setup** group, click **Background**.
2. Select the picture that we want to use for the sheet background, and then click **Insert**.

The selected picture is repeated to fill the sheet.

- To improve readability, we can hide cell gridlines and apply solid color shading to cells that contain data.
- A sheet background is saved with the worksheet data when we save the workbook.

To use a solid color as a sheet background, we can apply cell shading to all cells in the worksheet.

## 3. What is freeze panes and why do we use freeze panes? Give examples.

Ans: To keep an area of a worksheet visible while we scroll to another area of the worksheet, go to the **View** tab, where we can **Freeze Panes** to lock specific rows and columns in place or we can **Split** panes to create separate windows of the same worksheet.

### Freeze rows or columns

#### Freeze the first column

- Select **View > Freeze Panes > Freeze First Column**.

The faint line that appears between Column A and B shows that the first column is frozen.

### **Freeze the first two columns**

1. Select the third column.
2. Select **View > Freeze Panes > Freeze Panes**.

### **Freeze columns and rows**

1. Select the cell below the rows and to the right of the columns we want to keep visible when we scroll.
2. Select **View > Freeze Panes > Freeze Panes**.

### **4. What are the different features available within the Freeze Panes command?**

Ans: The different features available within the Freeze Panes command are:

1. Freeze Pane
2. Freeze Top Row
3. Freeze First Column

### **Freeze pane**

When we freeze a part of the Excel worksheet using this freeze pane option, it keeps the rows and columns visible, scrolling is available through rest of the worksheet. This one allows the user to freeze the worksheet wherever he/she want. It freezes both rows and columns of the worksheet.

### **Example: Freeze the several rows and columns**

In this example, we will freeze the first four rows and one column. For this, we will use the first option of the freeze pane that allows freezing the row and column at the same time.

### **Steps to freeze the pane**

To freeze a particular part of the worksheet using freeze pane, execute the following steps -

**Step 1:** Go to cell B5 for freezing the first four rows (4) and one column (A), then leave the cursor selection there.

**Step 2:** Now, navigate to the **View** tab in the Excel ribbon, where we will see a **Freeze Pane** dropdown button inside the Window group.

**Step 3:** Click on the **Freeze Pane** dropdown button and then click the **Freeze Panes** option to freeze the rows and columns.

**Step 4:** Our first four rows and first column (till A4 cell) have been frozen successfully. Now, if we scroll the worksheet vertically or horizontally, till A4 row and columns are fixed and do not move with scrolling and rest of the worksheet will scroll.

### Horizontal Scrolling

See that the first column is fixed and does not hide while scrolling, whereas rest of the columns are scrolled left.

### Vertical Scrolling

See that the first four rows are fixed and do not hide while scrolling, whereas rest of the rows are scrolled down.

Basically, this option allows to customize the freezing the number of rows and columns.

### 2. Freeze Top row

When we freeze the top row of our Excel worksheet using this freeze pane option, the first row of the Excel worksheet freezes and visible through the entire scrolling of the worksheet vertically.

Remember - in this method, only the first row is visible to the users after freezing through the entire worksheet scrolling. Steps are almost similar to the above method.

#### Steps to freeze the top row

In this example, we will freeze the first row (top row) of the worksheet. For this, Excel provides another option, i.e., **Freeze Top Row**. Choose this option inside the freeze pane and freeze the first/top row of the Excel worksheet. This will only freeze the row, not column.

To freeze only the first row of the worksheet and make it visible through the entire worksheet scrolling, execute the following steps -

**Step 1:** To freeze the first row, we do not need to select any particular cell. Navigate to the **View** tab of the Excel ribbon directly.

**Step 2:** Click on the **Freeze Panes** dropdown button and select/click the **Freeze Top Row** option here.

**Step 3:** The first row of the worksheet has been frozen and we can see that a dark grey color line has been placed below the first row.

**Step 4:** Now, if we scroll up the worksheet rows vertically, the first row will keep visible and other rows will be scrolled.

### 3. Freeze First column

When we freeze the first column of our Excel worksheet using this freeze pane option, the first column freezes at its place and is visible through the entire scrolling of the worksheet horizontally.

After freezing the first column of the worksheet, this column is available through horizontal scrolling. Steps are almost the same as the Freeze top row method.

#### **Steps to freeze the top column**

In this example, we will freeze the first column of given Excel worksheet. For this, Excel provides another option, i.e., **Freeze First Column**. Choose this option inside the freeze pane and freeze the first column of the Excel worksheet. This will only freeze the first column, not rows.

To freeze the first column of the worksheet and make it visible through the entire worksheet horizontal scrolling, execute the following steps -

**Step 1:** To freeze the first column of the worksheet, we do not need to select any particular cell. Navigate to the **View** tab of the Excel ribbon directly.

**Step 2:** Click on the **Freeze Panes** dropdown button and select/click the **Freeze First Column** option here.

**Step 3:** The first column of the worksheet has been frozen and we can see that a dark grey color line has been placed after the first column.

**Step 4:** Now, if we scroll up the worksheet rows vertically, the first column will keep visible and other columns will be scrolled.

When the user freezes the pane of the worksheet, a line is highlighted with dark grey color. Whatever freezing option we have chosen, we can get back unfroze it from the same option.

## 5. Explain what the different sheet options present in excel are and what they do?

Ans: The different sheet options present in excel are:

- Ribbon Sheet Options
- Right-click Sheet Options

Let us discuss each in detail:

### Ribbon Sheet Options

Excel has all the basic and advanced options present on its ribbon. Likewise, some quick sheet options are also present on the Excel ribbon and can be accessed by going to **Page Layout > Sheet Options**. It mainly has four toggle options: two for **Gridlines** and two for **Headings**, and they can be turned on and off by selecting and deselecting the checkboxes.

- **Gridlines:**
  - **View:** This option allows users to show/ hide gridlines within the active worksheet. Turning off this option removes the gridlines from the sheet and displays a blank Excel sheet.
  - **Print:** This option allows users to show/ hide gridlines on an Excel document that will be printed on paper.
- **Headings:**
  - **View:** This option allows users to show/ hide headings within the active worksheet. Turning off this option removes the headings from the current sheet's headers and footers.
  - **Print:** This option allows users to show/ hide headings on an Excel document, which is to be printed on paper.

### Right-click Sheet Options

In Excel, the right-click with mouse button usually displays the context menu for the selected element. When we press the right-click on any Sheet tabs, Excel displays a list of options relevant to Excel sheets. The list includes various sheet options. However, this list is usually called the 'worksheet menu'.

The right-click sheet options are shown in the following image:

In the above image, we can see various sheet options. Let us understand the use of each option in detail:

### **Insert**

While working on Excel, we may sometimes need more sheets. For this, we need to go to the Sheet options by right-clicking the worksheet name on the sheet tab, then select Insert from the list. As soon as we click the Insert, the new blank worksheet will appear in the current workbook.

We can also use the **New Sheet button** (Plus button next to sheet tabs) to add a new worksheet instantly.

We can also change the default number of worksheets to be added to each new workbook. For this, we need to go to **File > Excel options > General > Include this many sheets**.

### **Delete**

Excel also allows us to delete the undesired sheets from the workbooks. For instance, suppose that we only want to organize our data in a single sheet, then deleting the remaining sheets will give a professional and clean look to our workbook.

To delete any desired sheet from the workbook, we must first press the right-click on a specific sheet on the sheet tabs and then select the **Delete** option from the list of sheet options.

As soon as we click the Delete button, the corresponding sheet is instantly deleted from our workbook.

### **Rename**

Whenever we create a new Excel workbook, we usually get three excel sheets with default names, Sheet1, Sheet2, and Sheet3. Also, if we insert a new sheet, Excel follows the same order and inserts new sheets with names like Sheet4, Sheet5, etc. However, we can rename any worksheet and change the default sheet name to any desired name to better reflect its content.

To rename the worksheet, we can use the **Rename** from the sheet options after right-clicking on the desired sheet name on the sheet tab. After that, we need to enter the desired name for the specific worksheet and click the **Enter** key. The worksheet will be renamed instantly.

## Move or Copy

When we need to duplicate the data from one sheet to another in Excel, we can use the Move and Copy option from the right-click sheet options list. We must first right-click on the sheet that we wish to copy and then select the **'Move and Copy'** option.

After that, Excel will display a Move and Copy dialogue box, where we need to select the desired preferences. For instance, we can choose where to place or copy the sheet contents under the **'Before sheet'** option. If we want to place a sheet's content to the right of the last worksheet (or to a new sheet), we can click the 'Move to End' option from the list.

Lastly, we can click the checkbox next to the **'Create a copy'** option to duplicate the content without deleting the original content. If we don't select the checkbox, then the original content from the selected sheet will be deleted or moved to the desired location. The copied sheet will keep the title, version number, and other details from the source content.

In this way, we can create a copy of the desired sheet or move the content into another sheet. Excel also allows us to copy the sheet content to an entirely different workbook. For this, we must select another workbook (should be open already) from the drop-down list under the **'To book'** option.

Sometimes, we may need to move any specific sheet across the sheet tabs to rearrange the workbook. Excel allows us to do this using the mouse. To move a sheet, we must first select the specific sheet, click and hold it until we see a small black arrow across the sheet tab.

We can place our cursor to the desired location over the sheet tab and release the mouse button to drop the selected sheet.

## View Code

We can launch VB (Visual Basic) Editor by going to any sheet tab, right-clicking and choosing the option 'View Code'. However, this option is rarely used to launch VB Editor.

If we launch VB Editor using the 'View Code' option on any sheet tab, Excel will open a code window for that specific sheet. Therefore, this option to launch VB Editor is mainly useful when writing code that will work only for a particular sheet. For example, creating worksheet events.

### **Protect Sheet**

If we protect any desired sheet within the workbook, Excel restricts users from editing or deleting the specific sheet. To protect any particular sheet in an Excel workbook, we need to right-click on the desired sheet and select the 'Protect Sheet' option.

After clicking the protect sheet, Excel will display another window to set preferences for locking purposes. Additionally, we can set a password that will restrict others from unlocking or unprotecting the sheet.

If anyone wants to unprotect the sheet, he must enter the correct password after clicking the Unprotect Sheet option.

### **Tab Color**

The sheet tabs can be colored with the desired color. We can change the default sheet tab's color by using this option. Using any specific color on any particular sheet's tab helps us easily navigate to that sheet among various worksheets.

To change the color of the sheet's tab, we need to select the **Tab Color** option from the list that we get after right-clicking on the sheet's tab. Next, we must click on the desired color, and it will be immediately applied to the selected sheet tab.

Excel also displays a preview of the tab color when we hover the mouse on any specific color. The tab color is considerably less visible if the same sheet is active. However, selecting the other sheet highlights the tab color and makes it easily searchable.

### **Hide**

By default, Excel displays all the sheets of the workbook on the sheet tab. We can view or access any sheet from the sheet tabs. However, there may be cases when we don't want to show any specific sheet to others, but it has important data in context to other sheets. It is good to hide the specific sheet in such a case, and there will be no effect on the referencing data.



To hide a sheet, we need to click on the **Hide** option from the list of right-click sheet options. As soon as we click the Hide option, the corresponding sheet will no longer be visible on the sheet tabs.

### **Unhide**

Like we hide the sheet in an Excel workbook, we can unhide the sheet in the same way. We need to select the **Unhide** option from the list of right-click sheet options, and the corresponding sheet will again be visible.

If there are multiple hidden sheets within the workbook, Excel displays a list of all the hidden sheets and asks us to choose desired sheets that we want to unhide.

### **Select All Sheets**

If we want to select all the workbook sheets at once, we can click on the 'Select All Sheets' option from the list. Once all the sheets are selected, we can perform some specific tasks on all the selected sheets at once.

### **Additional Sheet Options**

Although Excel sheets have many tasks, the grouping, ungrouping of sheets, and switching between sheets are some essential ones that are not present as direct sheet options. We need to use specific methods to perform these tasks, as discussed below:

#### **Grouping worksheets**

Excel allows us to group multiple sheets simultaneously. It is helpful when we need to work with multiple sheets at once with some common data. For example, entering candidate names, month names, weeks, etc. Any changes made to one sheet will also be copied to other sheets in the group.

To group multiple sheets in Excel, we must first select any sheet from the sheet tab to include in the worksheet group.

After selecting one sheet, we need to press and hold the **Ctrl** key on the keyboard. We need to click on the next sheets on sheet tabs that we want to include within the group. Once all the sheets we want to group are selected, we must release the Ctrl key, which will group all the sheets.

Although we can navigate to any sheet within the created group and make changes accordingly, we must not select the sheet that is not in the group. If we do this, all the sheets will be ungrouped automatically.