**Excel Assignment - 9**

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

The different margins options are Normal, Wide, Narrow, Custom

**Normal**: The normal margin setup is the default margin that Excel follows for each Excel sheet and its pages. It uses the standard top, bottom, left, and right margins of 3/4 inch, where 1/4 inch separates the header and footer from the top and bottom margins, respectively. Despite the default margin, Excel allows us to choose from two other margin settings, namely Wide and Narrow.

**Wide**: The Wide margin settings that Excel applies to selected sheet uses the standard top, bottom, left, and right margins of 1- inch, where 1/2 inch separates the header and footer from the top and bottom margins, respectively.

**Narrow**: The Narrow margin settings that Excel applies to the selected sheet uses the standard top and bottom margins of 3/4 inch, left and right margins of 1/4 inch, where 0.3 inch separates the header and footer from the top and bottom margins, respectively.

**Custom**: We can use our custom margins if we don't like the default margins and other built-in sets of margins. Using Custom Margins in Excel, we can specify desired margins for headers and footers and center the content of our sheets vertically and horizontally. Custom margin adjustments help us to improve the appearance of the worksheet to our liking.

We can adjust margins in excel using the file menu tab and the page layout tab.

1. Set a background for your table created.

The best way to add a background image to a table is to use the CSS background property. To prepare yourself to write the CSS effectively and to avoid unexpected display glitches, open your background image and make a note of the height and width.

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

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

* Step 1: From the “window” group of the View tab, click the “freeze panes” drop-down. ...
* Step 2: The entire first column (column A) is frozen. ...
* Step 1: Select the cell B2. ...
* Step 2: Row 1 and column A, both are frozen. ...
* Note: One must select the cell (in step 1) cautiousl

1. What are the different features available within the Freeze Panes command?

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

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

An Excel sheet, also called a worksheet, is a single page or a document in an Excel workbook with the collection of cells to help us organize the data. Based on requirements, an Excel workbook can have many sheets.

We can access various sheet options by using the following ways:

* 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'.