

ADVANCE EXCEL ASSIGNMENT 9

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

Margins are the empty space between the worksheet data and the left, right, top, and bottom edges of the printed page. You can manually adjust them to add more or less space around your worksheet data.

By default, the margins are 0.75 inches at the top and bottom, and 0.70 inches to the left and right.

Margin options available in Excel are as follows:

- **Normal:** It 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.
- **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:** Using Custom Margins in Excel, we can specify desired margins for headers and footers and centre the content of our sheets vertically and horizontally. Custom margin adjustments help us to improve the appearance of the worksheet to our liking.

2. Set a background for your table created.

To set a background for your table created, follow the steps given below:

- Go to Insert tab and select Shapes and choose the rectangle shape. Then draw the rectangle shape over the table boundaries. Now the table will be hidden because of the rectangle that we drew.
- Right click on the rectangle and select Format Shape.
- Select Fill from the left side of the opened dialogue box and choose Picture or Texture Fill option.
- Choose either Texture from the option or choose Insert from File or Clip Art to insert a background picture of our choice.
- Set the Transparency for the picture selected by changing the transparency percentage and click close.

[illegible]

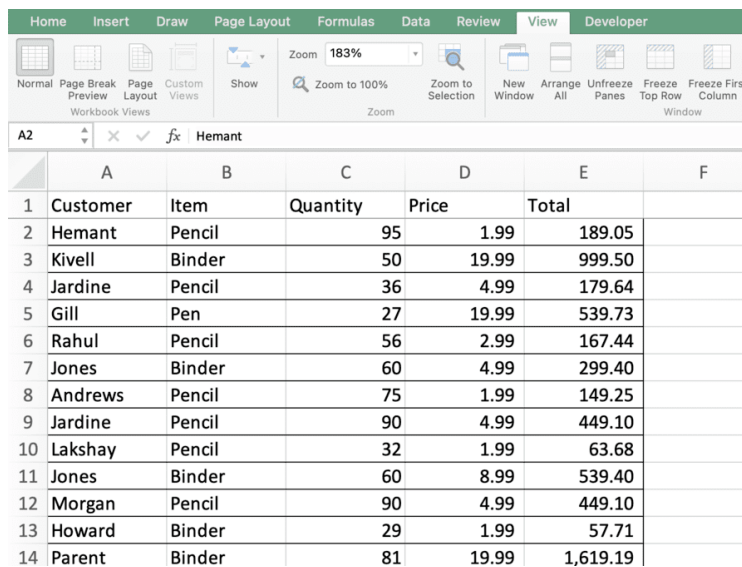
3. What are freeze panes and why do we use freeze panes? Give examples.

The Excel Freeze Panes option allows you to lock your columns and/or rows so that when you scroll down or over to view the rest of your sheet, the column and/or row will remain on the screen. When the Excel worksheet is large, freeze pane is a useful option to freeze the particular part of the worksheet and make the other part scrollable.

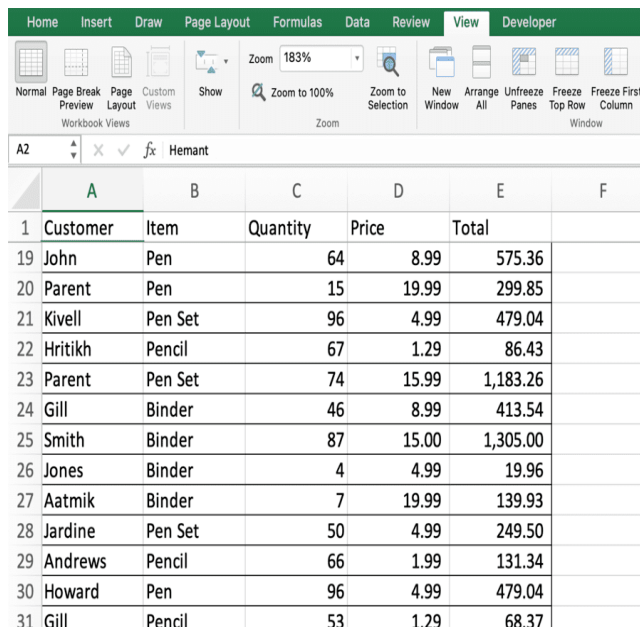
Excel enables three methods to freeze the pane.

- Freeze Pane
- Freeze Top Row
- Freeze First Column

Freeze Top Row: On clicking Freeze Top Row, the First row gets frozen and on scrolling down, we can still see the top Row throughout the pages.



	A	B	C	D	E	F
1	Customer	Item	Quantity	Price	Total	
2	Hemant	Pencil	95	1.99	189.05	
3	Kivell	Binder	50	19.99	999.50	
4	Jardine	Pencil	36	4.99	179.64	
5	Gill	Pen	27	19.99	539.73	
6	Rahul	Pencil	56	2.99	167.44	
7	Jones	Binder	60	4.99	299.40	
8	Andrews	Pencil	75	1.99	149.25	
9	Jardine	Pencil	90	4.99	449.10	
10	Lakshay	Pencil	32	1.99	63.68	
11	Jones	Binder	60	8.99	539.40	
12	Morgan	Pencil	90	4.99	449.10	
13	Howard	Binder	29	1.99	57.71	
14	Parent	Binder	81	19.99	1,619.19	



	A	B	C	D	E	F
1	Customer	Item	Quantity	Price	Total	
19	John	Pen	64	8.99	575.36	
20	Parent	Pen	15	19.99	299.85	
21	Kivell	Pen Set	96	4.99	479.04	
22	Hritikh	Pencil	67	1.29	86.43	
23	Parent	Pen Set	74	15.99	1,183.26	
24	Gill	Binder	46	8.99	413.54	
25	Smith	Binder	87	15.00	1,305.00	
26	Jones	Binder	4	4.99	19.96	
27	Aatmik	Binder	7	19.99	139.93	
28	Jardine	Pen Set	50	4.99	249.50	
29	Andrews	Pencil	66	1.99	131.34	
30	Howard	Pen	96	4.99	479.04	
31	Gill	Pencil	53	1.29	68.37	

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

In the window group (View tab), we can see the different features available within the Freeze Panes command:

- Freeze Panes
- Freeze Top Row
- Freeze First Column

Freeze Top Row:

On clicking Freeze Top Row, the First row gets frozen and on scrolling down, we can still see the top Row throughout the pages.

Freeze First Column:

On clicking Freeze First Column, the First Column gets frozen and on moving to the right, we can still see the First Column and can match the data values to the headers present in the first column.

Freezing First Column and Top Row only freezes the one row/column to the screen. To freeze multiple, the Freeze Panes option is used.

Freeze Multiple Rows:

To freeze the multiple rows, select the cell in the first column(A) below the last row we want to freeze and then click on Freeze Panes. On scrolling down, frozen rows will stay fixed.

Freeze Multiple Columns:

To freeze the multiple columns, select the cell in the first row(1) right to the last column we want to freeze and then click on Freeze Panes. On moving to the right, frozen columns will stay fixed.

Freeze Cells:

We can also Freeze Multiple Rows and Columns together as per requirement. The tool Freeze Panes will do the work for us. To freeze, we have to select the cell whose left columns need to be frozen and whose above rows need to be frozen and then click on Freeze Panes in the View Bar under Window Group.

Unfreeze Panes:

Unfreeze Panes is the tool used to unfreeze the formerly frozen row/column and the sheet gets back to normal view. After freezing, the option Freeze Panes gets changed to Unfreeze Panes.

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

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

- Ribbon Sheet Options
- Right-click Sheet Options

a) 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.

The above sheet options are worksheet-specific, and changes are only applied to the active worksheet. This means that we have to adjust these options again for the new worksheets and workbooks.

b) Sheet Options in Dialogue Box under Page Setup

After clicking on the 'More' option (the arrow icon on the corner of the Sheet Options group on the ribbon), we get various sheet options. These sheet options are mainly used to adjust preferences for printing purposes. For instance, when we print Excel documents, gridlines are not usually printed. We can adjust preferences from sheet options to include the gridlines to print and manage other sheet options.

Print Area: We can select the print area using this option. We can drag and select the area or range of cells by using the mouse.

Print Titles:

- Rows to repeat at top: This option helps us select the title to display at the top for corresponding rows.
- Columns to repeat at left: This option helps us select the title to display on the left side for columns.

Print:

- Gridlines: This option can be enabled or disabled by selecting/ deselecting the checkbox. It helps us decide whether to show gridlines or not on printed Excel documents.
- Black & White: Like the gridlines, we can select this checkbox to print the current Excel document in black and white color, even if we have the color printer attached.
- Draft Quality: Selecting the checkbox associated with the draft quality allows us to print the Excel document using the printer's draft-quality settings.
- Rows & Column Heading: We can select this option to display rows and columns headings to the printed Excel documents.

Page Order:

- Down, then Over: This option allows users to print the down page first and then the right pages.

- **Over, then Down:** This option allows users to print the right pages first and then the down pages.

Print: Clicking on this option gives a command to the device to print the current Excel document using the default printer.

Print Preview: This option displays the preview of the Excel document that will be printed on paper.

Options: This option allows users to choose layout type (portrait or landscape) and paper mode (A4, A5, etc.) for the Excel document to be printed.