Excel Assignment #9

Ans.1 – MS Excel or Microsoft Excel is currently the most powerful spreadsheet software with various features and tools. It can easily handle large amounts of data sets digitally and enables users to print desired data on paper. When printing Excel documents on paper, margins play an important role in adjusting the overall appearance of the printing area. Margins usually help us better to align the worksheet content on the printed paper.

Excel enables users to manually adjust margins to add more or less blank space around worksheet data. When we set margins too high, the worksheet contents may go to extra pages while printing it. Also, when we set the margin too low, the worksheet data may not look good or appear exquisite on the printed paper. Therefore, we should adjust the margin in excel properly to make it look great and check our printing document in preview before finalizing it for printing.

Excel has only two sets of built-in margin styles in addition to the default or normal style. Thus, we can select these existing margins with just a few clicks. Before we move on to the process of adjusting the margin, let us learn about the margin options available in Excel. They are as follows:

**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.

Ans.3 – Freeze panes is a feature in spreadsheet applications, such as Microsoft Excel, LibreOffice Calc, Apple's Numbers, and Google Sheets. It's utilized to "lock" a row or column in place so that it is always displayed as you navigate around a workbook.

For example, freezing panes is useful if your spreadsheet has a header row that you want to always be visible. With this feature, when a user scrolls vertically in an open spreadsheet, the "frozen" header row stays in place as the contents of other cells scroll. Freeze panes helps users to always know what kind of data they are viewing.

To freeze only the top row, execute the steps mentioned below:

1. In the windows group, go to the View tab, and click Freeze Panes.
2. Click Freeze Top Row.

To freeze only the top row, execute the steps mentioned below:

1. Go to View > Freeze Panes > Unfreeze Panes.
2. Click on Unfreeze Panes.

Ans.4 – Excel enables three methods to freeze the pane.

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

1. Freeze pane

When you 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.

2. Freeze Top row

When you freeze the top row of your 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.

3. Freeze First column : When you freeze the first column of your 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.

Ans.5 – 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. The sheets are typically listed as tabs and are accessed from the bottom of the Excel window.

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

* Ribbon Sheet Options
* Right-click Sheet Options

1. 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.

1. 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'.

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.

* **Ungrouping Worksheets**

When we have multiple sheets grouped in the workbook and wish to ungroup them, we need to right-click on any of the sheets in the group.

* **Switching between Worksheets**

When we need to view different sheets from the sheet tab, we usually click on the desired sheet name using the mouse. However, when the workbook has so many sheets, it becomes difficult to scroll through sheet tabs to find and click on them to switch to the desired sheet. In such a case, we need to press the right-click button on the scroll arrows in the lower-left corner of the Excel window.