

## Excel Assignment – 9

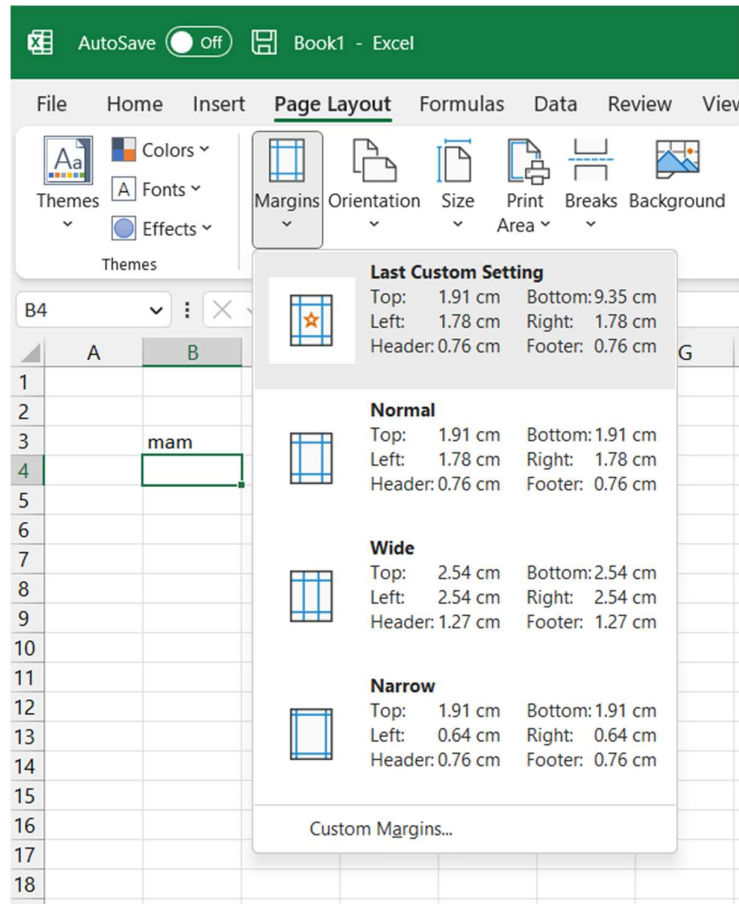
1. What are the different margins options and do we adjust the margins of the excel worksheet?

Ans: We can adjust the margin in two ways.

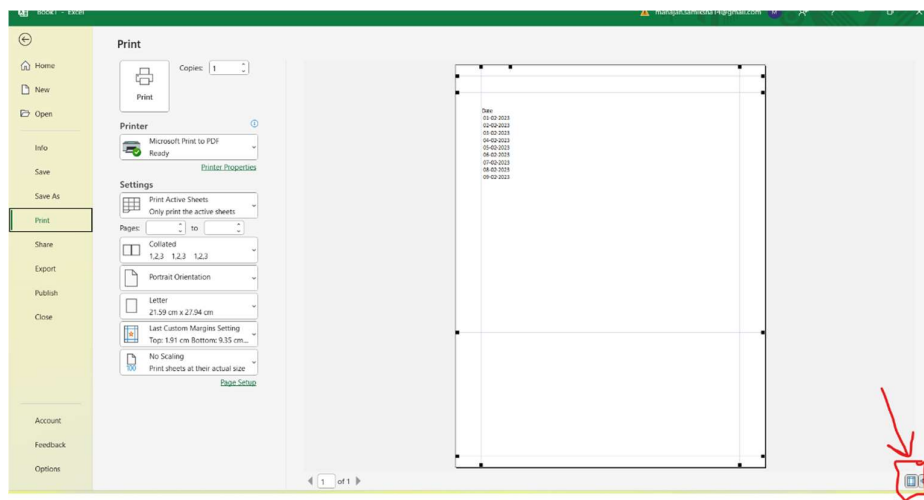
First way is → Go to page layout → Page Setup → Margins option is available

Four options are available here – Last Custom Setting, Normal, Wide, Narrow

Also, we can Customized the margin

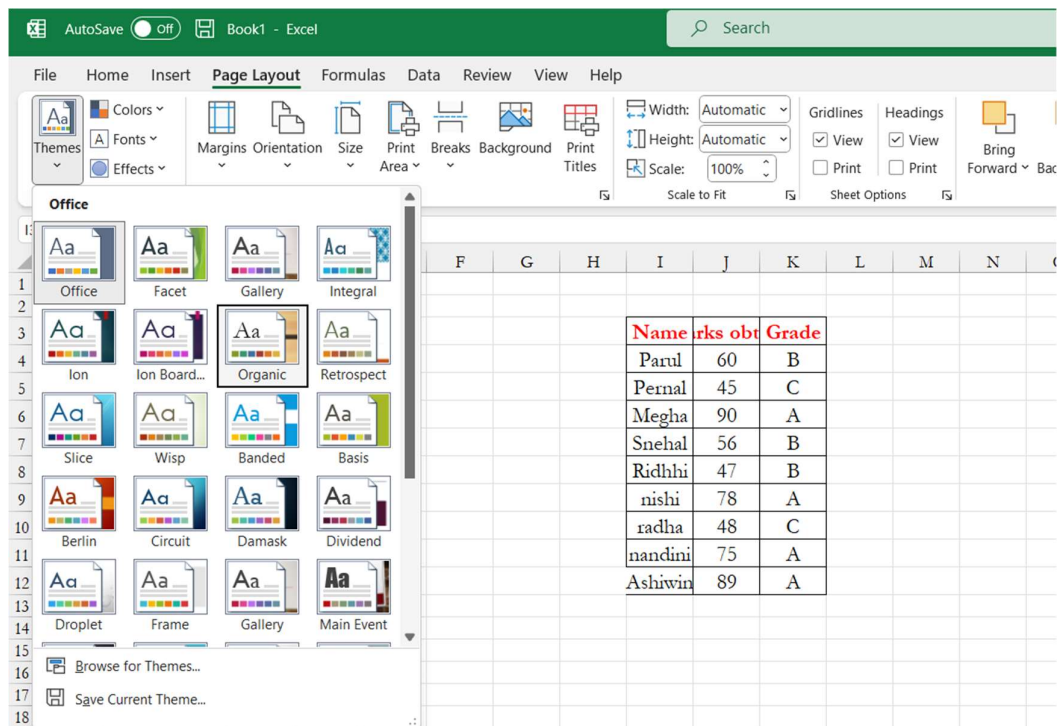


Second way to adjust the margin is just go to file → print option → lower most reight corner there is a option of customized margin

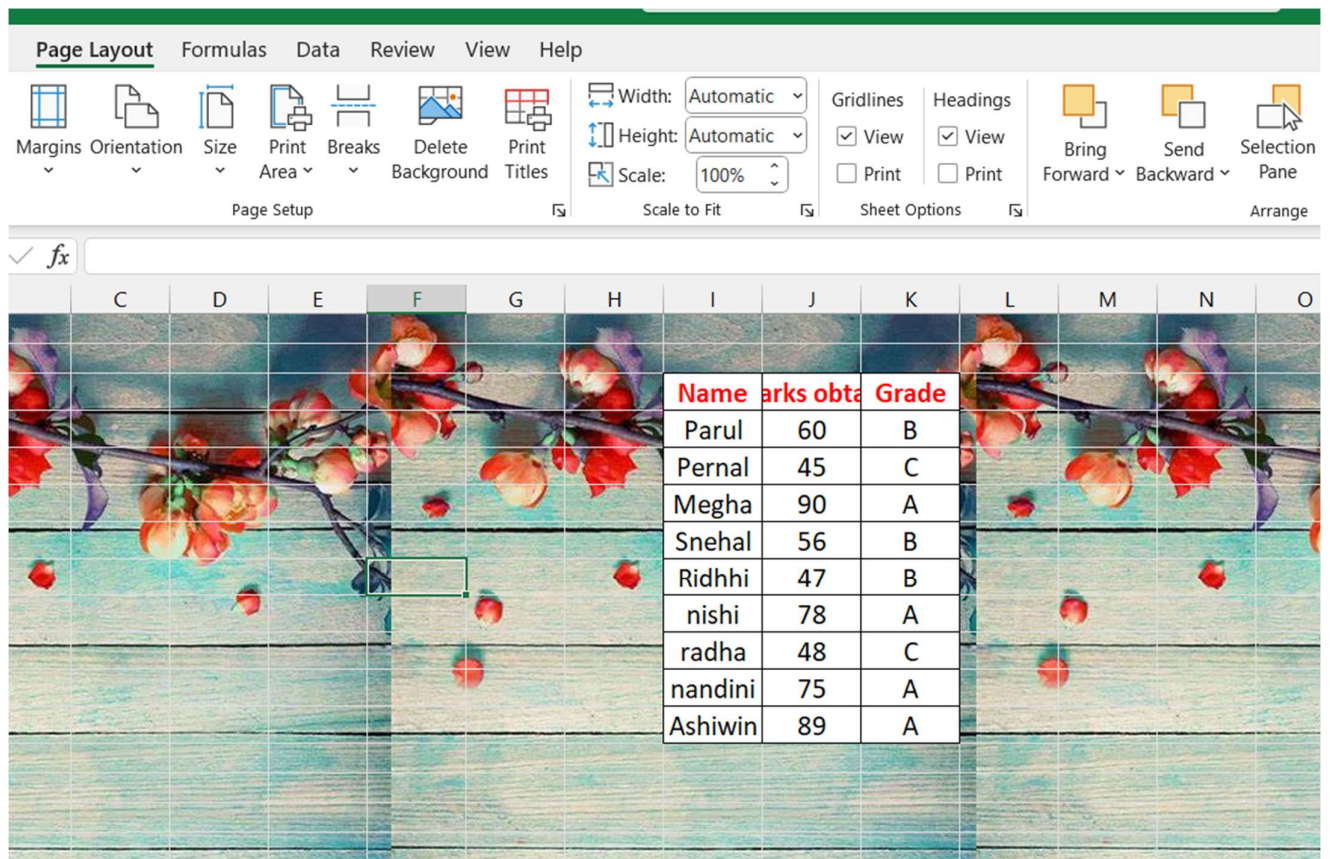


## 2. Set a background for your table created.

Ans: We can change the theme or background of the table → Page Layout → If we want to change the theme simply click on theme



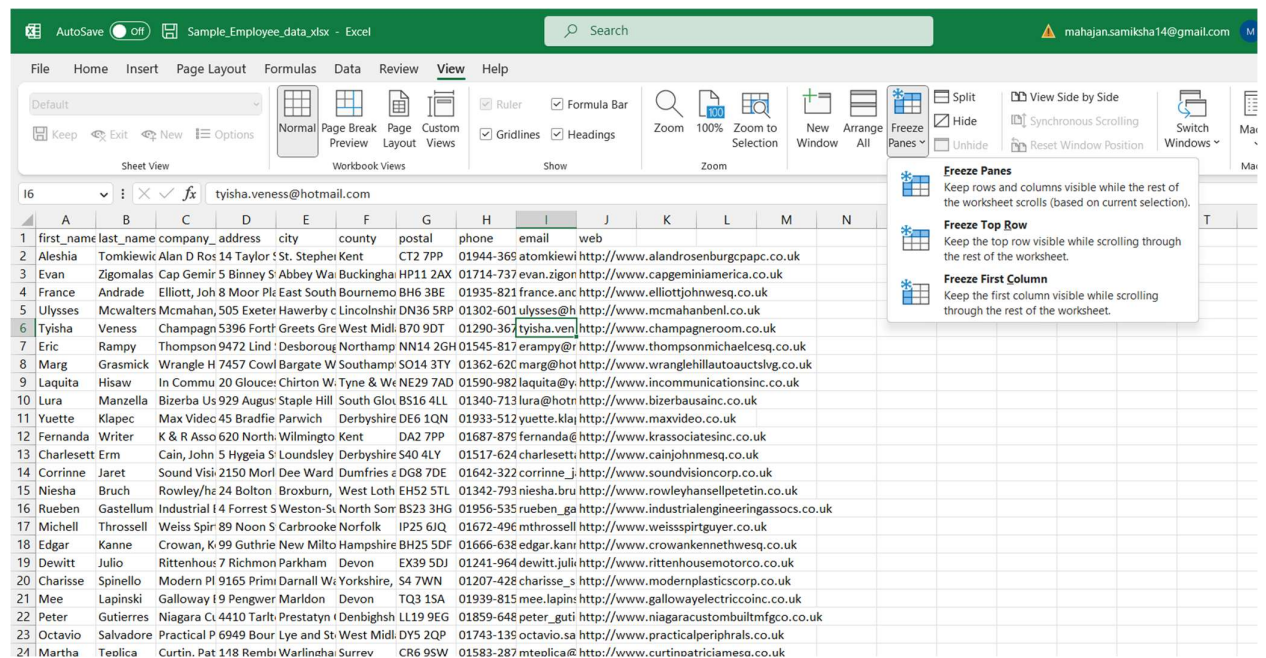
For background :-



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

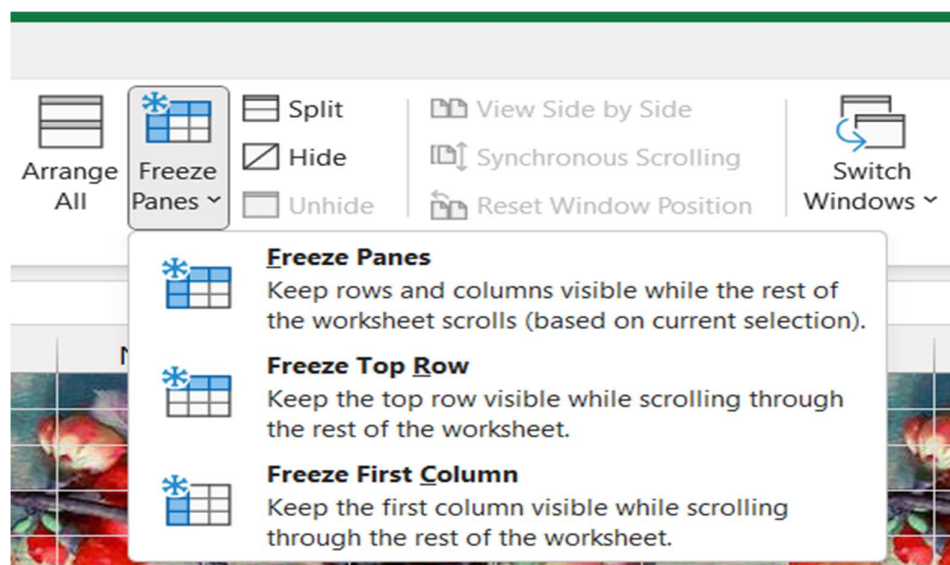
Ans: - When we want to keep the cell of any worksheet visible while scrolling to another area of the worksheet, then freeze panes is used. In simple word freeze panes is used to lock the specific row or column.

Example: -



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

Ans: - The Following Options Available in freeze panes.



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

Since an Excel sheet is one of the core elements of the workbook, there are multiple core options to perform from the Sheet Options. We can access various sheet options by using the following ways:

- Ribbon Sheet Options
- Right-click Sheet Options

Let us discuss each in detail:

##### Ribbon Sheet Options

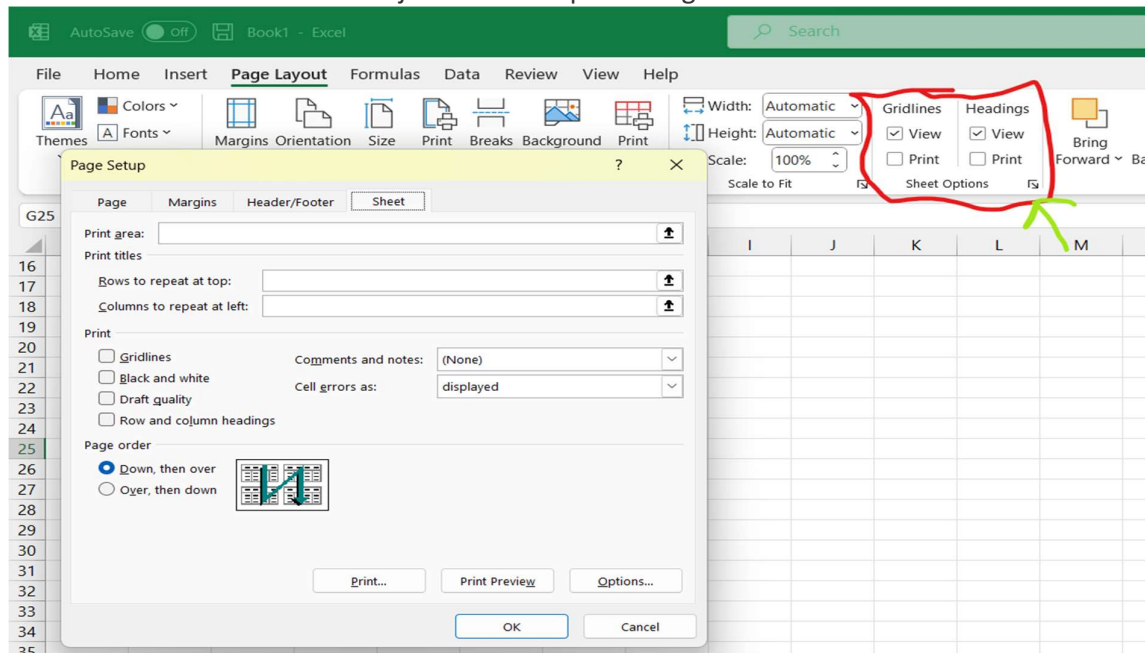
Excel has all the basic and advanced options present on its ribbon. Likewise, some quick sheet options are also present on the Excel ribbon and can be accessed by going to **Page Layout > Sheet Options**. It mainly has four toggle options: two for **Gridlines** and two for **Headings**, and they can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

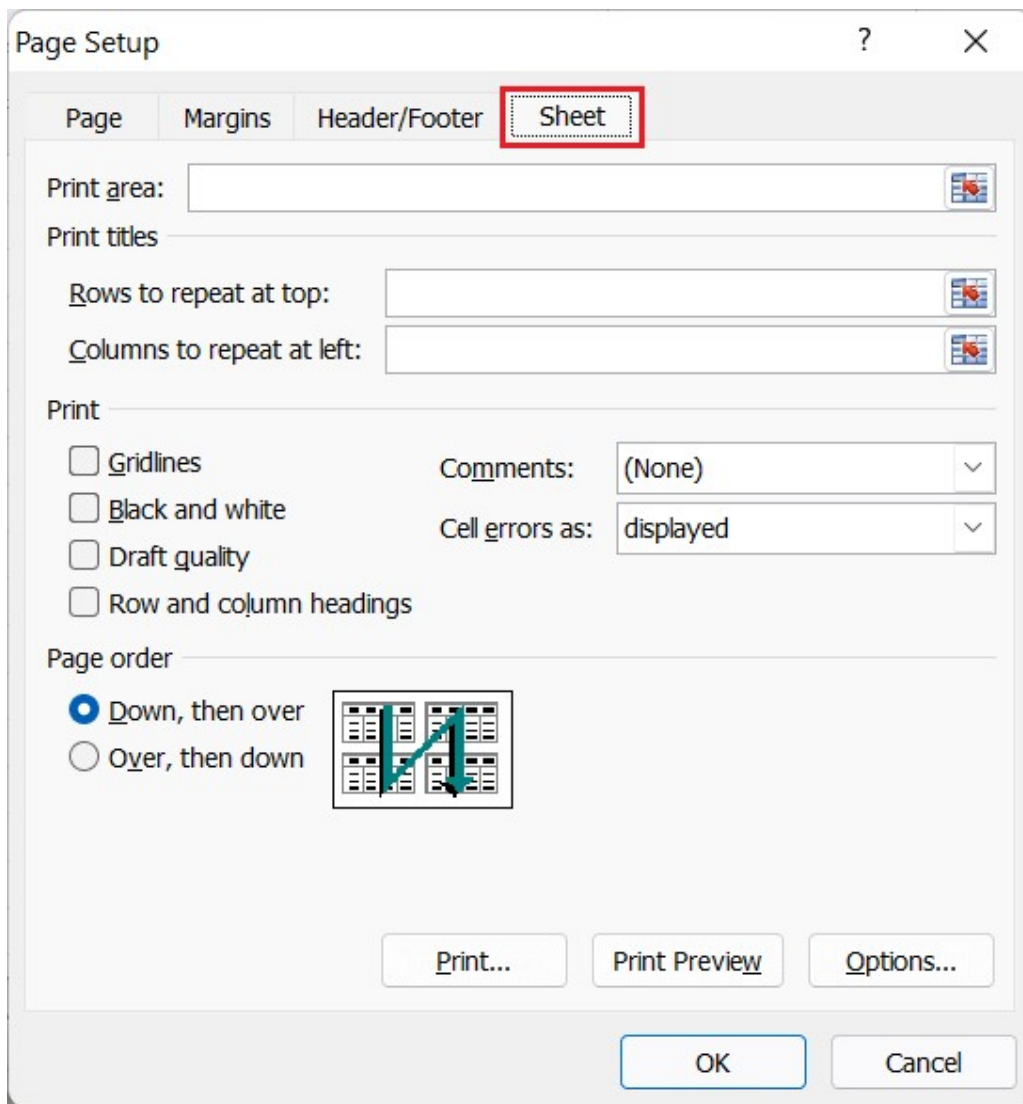
The above sheet options are worksheet-specific, and changes are only applied to the active worksheet. This means that we have to adjust these options again for the new worksheets and workbooks.



In the above image, we also see the small box with an arrow icon on the corner of the Sheet Options group. It is usually called the 'More' button for accessing advanced options for the corresponding group or category.

### 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.