Excel Assignment - 9

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

   Excel provides the option to adjust the margins of a worksheet before printing. To adjust the margins, you can go to the Page Layout tab on the ribbon and click on the Margins button. This will open a dropdown menu with various margin options:

   ★ **Normal:** This is the default margin setting for the worksheet. It provides a margin of 0.75 inches on all sides of the worksheet.
   ★ **Wide:** This option provides a wider margin of 1 inch on all sides of the worksheet.
   ★ **Narrow:** This option provides a narrower margin of 0.25 inches on all sides of the worksheet.
   ★ **Mirrored:** This option is useful when printing double-sided pages. It sets the margin for the left and right pages separately, with a larger margin on the binding side.
   ★ **Custom Margins:** This option allows you to set your own custom margins for the worksheet.

   You can adjust the margins of the Excel worksheet to fit your printing requirements. For example, you can increase the margin size to prevent content from being cut off, or you can decrease the margin size to fit more content on a page.

2. Set a background for your table created.

Mail ID	Address	First Name	Last Name	City	State	Pincode
sneha.velkar@gmail.com	701, Panchpakhadi, Thane, Maharashtra 400601	Sneha	Velkar	Thane	Maharashtra	400601
sumegh.velkar@gmail.com	701, Panchpakhadi, Thane, Maharashtra 400601	Sumegh	Velkar	Thane	Maharashtra	400601
tanvi.revankar@abc.com	1002, Devdaya, Jaipur, Rajasthan 400058	Tanvi	Revankar	Jaipur	Rajasthan	400058
aakash.yadav@abc.com	123, Vasant, Amritsar, Punjab 400001	Aakash	Yadav	Amritsar	Punjab	400001

   To set a background for a table in Excel, you can follow these steps:

   ➔ Select the cells or table for which you want to set the background.
   ➔ Go to the Home tab on the ribbon and click on the Fill Color dropdown button in the Font group.
   ➔ Choose the color you want for the background from the color palette.
   ➔ Alternatively, you can choose a picture or gradient for the background by

clicking on the Fill Effects option at the bottom of the Fill Color dropdown menu.
→ In the Fill Effects dialog box, select the Picture tab to use an image as the background, or select the Gradient tab to create a gradient effect for the background.
→ Click OK to apply the background to the selected cells or table.

Note: The background set using these steps will only apply to the cells or table selected and not to the entire worksheet.

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

Freeze Panes is a feature in Microsoft Excel that allows you to freeze certain rows or columns while scrolling through the rest of the worksheet. This feature is useful when working with large data sets and it helps you to keep important information visible while scrolling through the other data.

For example, let's say you have a large data set with the names and scores of students in a class. You want to keep the names of the students visible while scrolling through the scores. To do this, you can use Freeze Panes to freeze the row containing the student names.

Here's how you can use Freeze Panes in Excel:

→ Select the row or column that you want to freeze. In our example, we would select the row containing the student names.
→ Go to the View tab on the ribbon and click on the Freeze Panes dropdown button in the Window group.
→ Select the option that applies to your needs. For example, you could choose "Freeze Top Row" to keep the top row (containing the student names) visible while scrolling through the rest of the scores.
→ The selected row or column will be frozen in place. To unfreeze it, simply go back to the Freeze Panes dropdown menu and select "Unfreeze Panes".
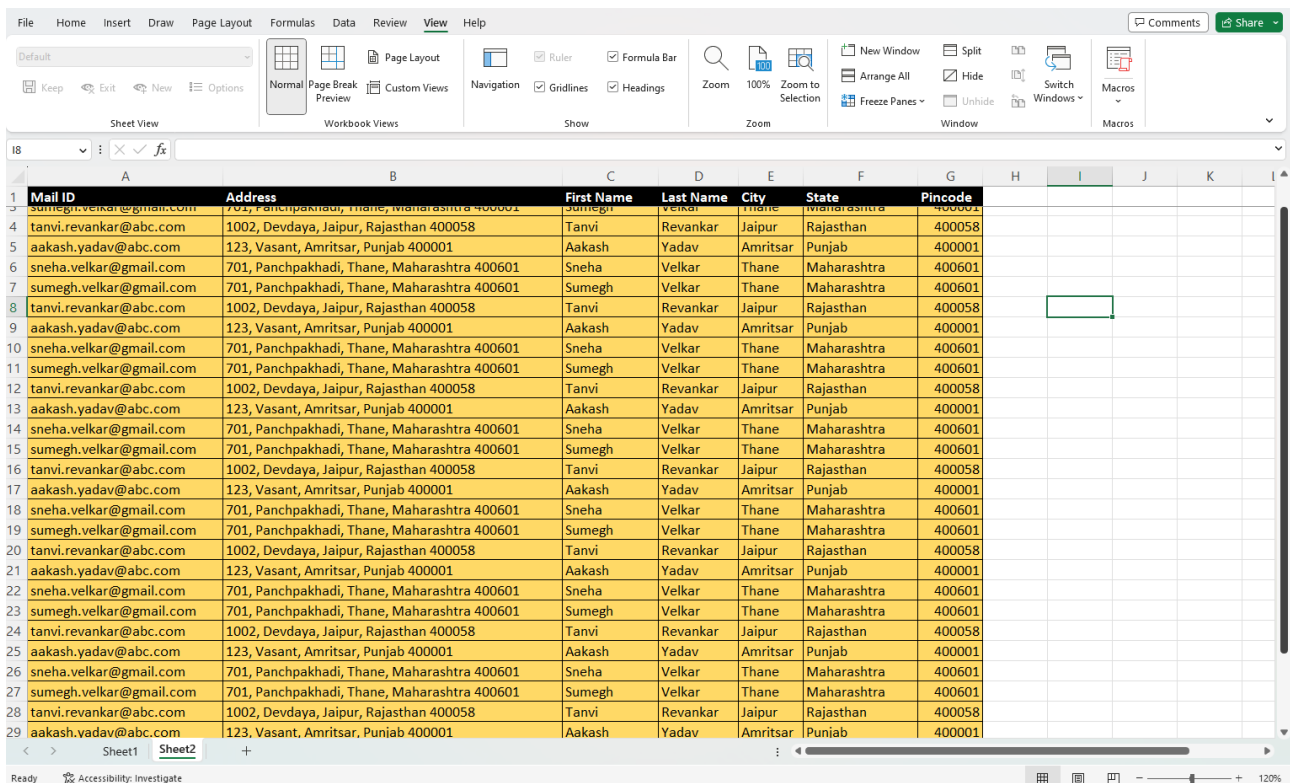
Overall, Freeze Panes is a useful tool in Excel that can help you work with large data sets more efficiently by keeping important information visible at all times.

4. What are the different features available within the Freeze Panes command?
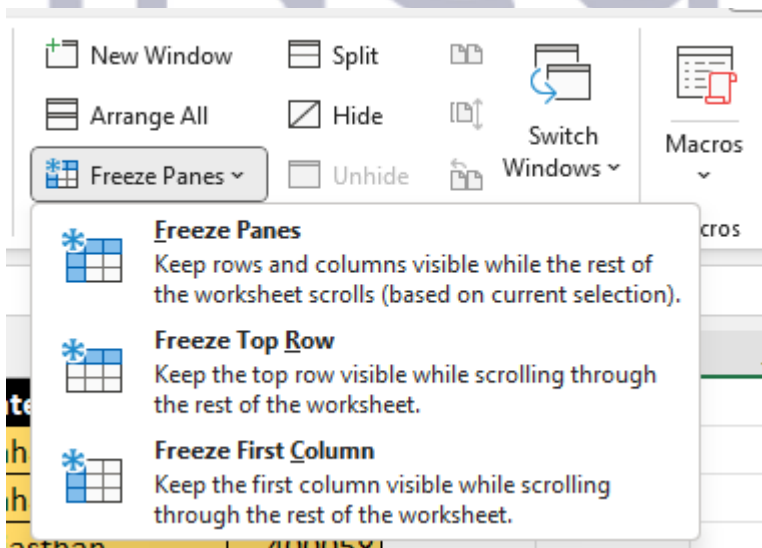
The Freeze Panes command in Excel has the following features:

★ **Freeze Panes:** This option will freeze the rows and columns above and to the left of the selected cell. Anything below and to the right of the selected cell will be scrollable.

★ **Freeze Top Row:** This option will freeze the top row of the worksheet, so that it always stays visible when scrolling down.

- ★ **Freeze First Column**: This option will freeze the first column of the worksheet, so that it always stays visible when scrolling horizontally.
- ★ **Freeze Panes > Freeze Panes**: This option will freeze the rows and columns above and to the left of the selected cell, and anything below and to the right of the selected cell will be scrollable.
- ★ **Freeze Panes > Freeze Top Row**: This option will freeze the top row of the worksheet, and anything below the top row will be scrollable.
- ★ **Freeze Panes > Freeze First Column**: This option will freeze the first column of the worksheet, and anything to the right of the first column will be scrollable.

These features can be accessed by clicking on the Freeze Panes option in the View tab of the Excel ribbon.

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

In Excel, a workbook can contain multiple worksheets, each of which can have different sheet options. Some of the most common sheet options in Excel are:

- ★ **Rename Sheet**: This option is used to rename a sheet. Double-click on the sheet name and type the new name.
- ★ **Move or Copy Sheet**: This option is used to move or copy a sheet to another location within the workbook or to another workbook.
- ★ **Insert Worksheet**: This option is used to insert a new worksheet in the workbook.
- ★ **Delete Worksheet**: This option is used to delete a worksheet from the workbook.
- ★ **Hide and Unhide Worksheet**: This option is used to hide or unhide a worksheet. Hidden worksheets are not visible in the workbook but can be unhidden when needed.
- ★ **Protect Worksheet**: This option is used to protect the worksheet from accidental changes. You can protect the entire worksheet or only certain cells.
- ★ **Tab Color**: This option is used to change the color of the worksheet tab.
- ★ **Background**: This option is used to set a background picture or color for the worksheet.
- ★ **Page Setup**: This option is used to set page orientation, margins, paper size, and other options for printing the worksheet.

Overall, these sheet options provide a wide range of customization and control over the worksheets in Excel.