# Advance Excel Assignment 9

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

To use predefined margins, click Normal, Wide, or Narrow. Tip: If you previously used a custom margin setting, that setting is available as the Last Custom Setting option. To specify custom page margins, click Custom Margins and then—in the Top, Bottom, Left, and Right boxes—enter the margin sizes that you want.

2. Set a background for your table created.

1. Click the worksheet that you want to display with a sheet background. Make sure that only one worksheet is selected.
2. On the Page Layout tab, in the Page Setup group, click Background.
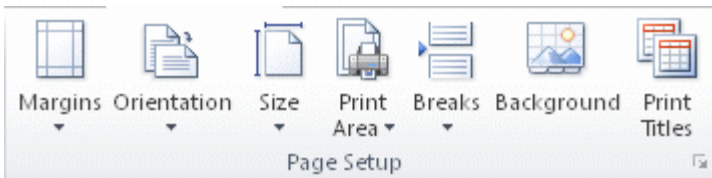
3. Select the picture that you want to use for the sheet background, and then click Insert. The selected picture is repeated to fill the sheet.

▪ To improve readability, you can hide cell gridlines and apply solid color shading to cells that contain data.

▪ A sheet background is saved with the worksheet data when you save the workbook.

3. What is 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.

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

There is 3 type of Freeze Panes option available in View menu tab under Window section, Freeze Panes, Freeze Top Row and Freeze First Column. Freeze Panes is used to freeze the worksheet from the point where we keep our cursor. This freezes both the row and column both. Then to freeze a Row and a Column, we have a separate option to freeze each of them. Once we do that, we will see some portion of the worksheet will not move until we unfreeze it.

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:

- o 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.

- o **Gridlines:**
  - o **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.
  - o **Print:** This option allows users to show/ hide gridlines on an Excel document that will be printed on paper.
- o **Headings:**
  - o **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.
  - o **Print:** This option allows users to show/ hide headings on an Excel document, which is to be printed on paper.
- o 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'.
  Insert
  While working on Excel, we may sometimes need more sheets. For this, we need to go to the Sheet options by right-clicking the worksheet name on the sheet tab, then select Insert from the list. As soon as we click the Insert, the new blank worksheet will appear in the current workbook.
  Delete
  Excel also allows us to delete the undesired sheets from the workbooks. For instance, suppose that we only want to organize our data in a single sheet, then deleting the remaining sheets will give a professional and clean look to our workbook
  Rename
  Whenever we create a new Excel workbook, we usually get three excel sheets with default names, Sheet1, Sheet2, and Sheet3. Also, if we insert a new sheet, Excel follows the same order and inserts new sheets with names like Sheet4, Sheet5, etc. However, we

can rename any worksheet and change the default sheet name to any desired name to better reflect its content.

Move or Copy

When we need to duplicate the data from one sheet to another in Excel, we can use the Move and Copy option from the right-click sheet options list. We must first right-click on the sheet that we wish to copy and then select the **'Move and Copy'** option.

View Code

We can launch VB (Visual Basic) Editor by going to any sheet tab, right-clicking ad choosing the option 'View Code'. However, this option is rarely used to launch VB Editor.

Protect Sheet

If we protect any desired sheet within the workbook, Excel restricts users from editing or deleting the specific sheet. To protect any particular sheet in an Excel workbook, we need to right-click on the desired sheet and select the 'Protect Sheet' option.

Tab Color

The sheet tabs can be colored with the desired color. We can change the default sheet tab's color by using this option. Using any specific color on any particular sheet's tab helps us easily navigate to that sheet among various worksheets.

Hide

By default, Excel displays all the sheets of the workbook son the sheet tab. We can view or access any sheet from the sheet tabs. However, there may be cases when we don't want to show any specific sheet to others, but it has important data in context to other sheets. It is good to hide the specific sheet in such a case, and there will be no effect on the referencing data.

Unhide

Like we hide the sheet in an Excel workbook, we can unhide the sheet in the same way. We need to select the **Unhide** option from the list of right-click sheet options, and the corresponding sheet will again be visible.

Select All Sheets

If we want to select all the workbook sheets at once, we can click on the 'Select All Sheets' option from the list. Once all the sheets are selected, we can perform some specific tasks on all the selected sheets at once.

Additional Sheet Options

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.