

Excel Assignment - 9

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

Ans- Unlike Word, 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.

Adjusting Margins in Excel

Excel has many built-in features, and we can access most of the features using different methods. Similarly, we can adjust margins in Excel by using the following two methods:

Method 1: Using the File Menu (or tab)

The simple method to adjust margins in an Excel document is to use File Menu commands. Specifically, we need to follow the steps given below:

First, we need to select the specific sheet to adjust margins.

Next, we need to go to the File tab and click the Print option from the list.

Excel displays various printing options in the next window, such as choosing the number of copies to the print, default printer, page orientation, scaling, margins, etc. We have to click on the Margins option to access available margins in Excel.

There are predefined margins, i.e., *Normal*, *Wide*, and *Narrow*. We can click on the desired margin, which will be instantly applied to the current sheet or printing area. In addition to this, we can also choose 'Custom Margins' from the list to launch a custom margin dialogue box and adjust margins accordingly.

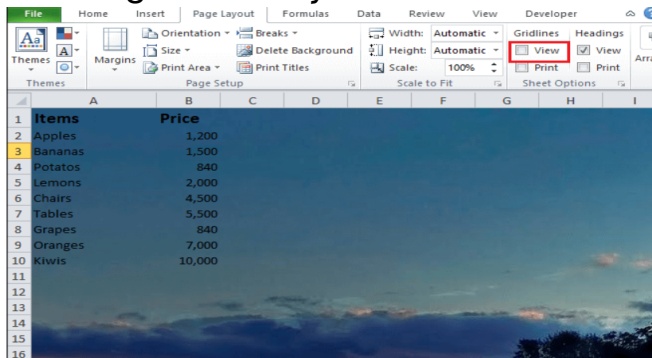
Method 2: Using the Page Layout tab

Another common method to access features to adjust Excel margins is to use the Page

Layout tab on the ribbon. We can perform the following steps to set margins using the Page Layout tab:

- First, we need to select the specific sheet to which we wish to adjust margins. We can select a single sheet or multiple sheets simultaneously as per our needs. Likewise, we can select multiple adjacent or non-adjacent sheets holding down the Ctrl.
- Once all the desired sheets are selected to apply specific margins, we need to go to the Page Layout tab and click the Margins tool under the Page Setup.
- In the next window, Excel displays all the existing margin options. We can click on any predefined margins, such as *Normal*, *Wide*, or *Narrow*. The selected margin will be immediately applied for all the selected sheets within the active workbook.

2. Set a background for your table created.



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

A freeze pane feature to freeze the part of the Excel worksheet. The Excel Freeze Panes tool allows us to freeze the column/row or multiple columns/rows headings so that when we scroll down or move to the right to view the rest of the sheet, the rows/columns are that are frozen remain on the screen. Sometimes, you want some rows or columns always in your worksheet. Here, freeze panes feature help to lock the cells so that you can see the worksheet however you want. Freeze pane locks the specific row or column and makes them visible for the entire sheet scrolling.

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

Ans- Different options available within freeze panes command are-

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

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.

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'.

The right-click sheet options are -

1. 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. We can also use the New Sheet button (Plus button next to sheet tabs) to add a new worksheet instantly. We can also change the default number of worksheets to be added to each new workbook. For this, we need to go to File > Excel options > General > Include this many sheets.

2. 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.

To delete any desired sheet from the workbook, we must first press the right-click on a specific sheet on the sheet tabs and then select the Delete option from the list of sheet options. As soon as we click the Delete button, the corresponding sheet is instantly deleted from our workbook.

3. 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. To rename the worksheet, we can use the Rename from the sheet options after right-clicking on the desired sheet name on the sheet tab. After that, we need to enter the desired name for the specific worksheet and click the Enter key. The worksheet will be renamed instantly.

4. 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. After that, Excel will display a Move and Copy dialogue box, where we need to select the desired preferences. For instance, we can choose where to place or copy the sheet contents under the 'Before sheet' option. If we want to place a sheet's content to the right of the last worksheet (or to a new sheet), we can click the 'Move to End' option from the list. Lastly, we can click the checkbox next to the 'Create a copy' option to duplicate the content without deleting the original content. If we don't select the checkbox, then the original content from the selected sheet will be deleted or moved to the desired location. The copied sheet will keep the title,

version number, and other details from the source content. In this way, we can create a copy of the desired sheet or move the content into another sheet. Excel also allows us to copy the sheet content to an entirely different workbook. For this, we must select another workbook (should be open already) from the drop-down list under the 'To book' option. Sometimes, we may need to move any specific sheet across the sheet tabs to rearrange the workbook. Excel allows us to do this using the mouse. To move a sheet, we must first select the specific sheet, click and hold it until we see a small black arrow across the sheet tab. We can place our cursor to the desired location over the sheet tab and release the mouse button to drop the selected sheet.

5.View Code

We can launch VB (Visual Basic) Editor by going to any sheet tab, right-clicking and choosing the option 'View Code'. However, this option is rarely used to launch VB Editor. If we launch VB Editor using the 'View Code' option on any sheet tab, Excel will open a code window for that specific sheet. Therefore, this option to launch VB Editor is mainly useful when writing code that will work only for a particular sheet. For example, creating worksheet events.

6. 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. After clicking the protect sheet, Excel will display another window to set preferences for locking purposes. Additionally, we can set a password that will restrict others from unlocking or unprotecting the sheet. If anyone wants to unprotect the sheet, he must enter the correct password after clicking the Unprotect Sheet option.

7. 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. To change the color of the sheet's tab, we need to select the Tab Color option from the list that we get after right-clicking on the sheet's tab. Next, we must click on the desired color, and it will be immediately applied to the selected sheet tab. Excel also displays a preview of the tab color when we hover the mouse on any specific color. The tab color is considerably less visible if the same sheet is active. However, selecting the other sheet highlights the tab color and makes it easily searchable.

8. Hide

By default, Excel displays all the sheets of the workbook on 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. To hide a sheet, we need to click on the Hide option from the list of right-click sheet options. As soon as we click the Hide option, the corresponding sheet will no longer be visible on the sheet tabs.

9. 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. If there are multiple hidden sheets within the

workbook, Excel displays a list of all the hidden sheets and asks us to choose desired sheets that we want to unhide.

10. 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:

1. 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. To group multiple sheets in Excel, we must first select any sheet from the sheet tab to include in the worksheet group. After selecting one sheet, we need to press and hold the Ctrl key on the keyboard. We need to click on the next sheets on sheet tabs that we want to include within the group. Once all the sheets we want to group are selected, we must release the Ctrl key, which will group all the sheets. Although we can navigate to any sheet within the created group and make changes accordingly, we must not select the sheet that is not in the group. If we do this, all the sheets will be ungrouped automatically.

2. 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. We must select the 'Ungroup Sheets' option to ungroup sheets in the above image workbook. This method is mainly used when we have so many sheets grouped in the workbook that we cannot easily find a sheet that is not part of the group. Generally, we can click any sheet that is not part of the group, and all the sheets will be ungrouped.

3. 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. Excel displays a list that has all the sheets of the current workbook. We can easily select the desired sheet from the list to view its content instantly. In this way, we can easily switch between Excel worksheets without using the sheet tabs.