

Advance Excel Assignment - 9

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

Ans: Margins in Excel refer to the blank spaces at the top, bottom, left, and right edges of a printed worksheet. Margins determine how much space is left between the edge of the paper and the text or other content on the printed page. Excel allows you to adjust the margins of your worksheet in order to control the layout of your printed pages.

The different margin options in Excel include:

Top margin: The space between the top edge of the paper and the beginning of the printed content.

Bottom margin: The space between the bottom edge of the paper and the end of the printed content.

Left margin: The space between the left edge of the paper and the beginning of the printed content.

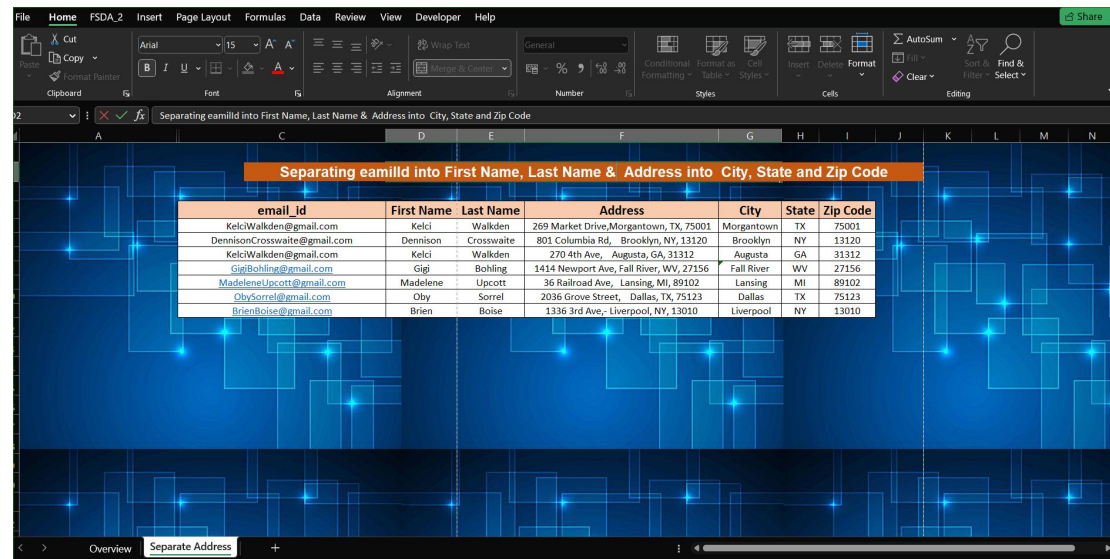
Right margin: The space between the right edge of the paper and the end of the printed content.

In Excel, you can adjust the margins of your worksheet by going to the "Page Layout" tab and clicking on "Margins". From there, you can select predefined margin options, such as Normal, Wide, or Narrow, or you can set your own custom margin values.

While adjusting the margins of an Excel worksheet can affect the layout of your printed pages, it does not affect the display of your worksheet on the computer screen. The margins only come into play when you print or preview your worksheet.

2. Set a background for your table created.

Ans:



Separating emailid into First Name, Last Name & Address into City, State and Zip Code

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

Ans:

Freeze panes is a feature in Excel that allows you to lock rows or columns in place while scrolling through a large worksheet. This means that the frozen rows or columns will remain visible on the screen as you scroll through the rest of the worksheet.

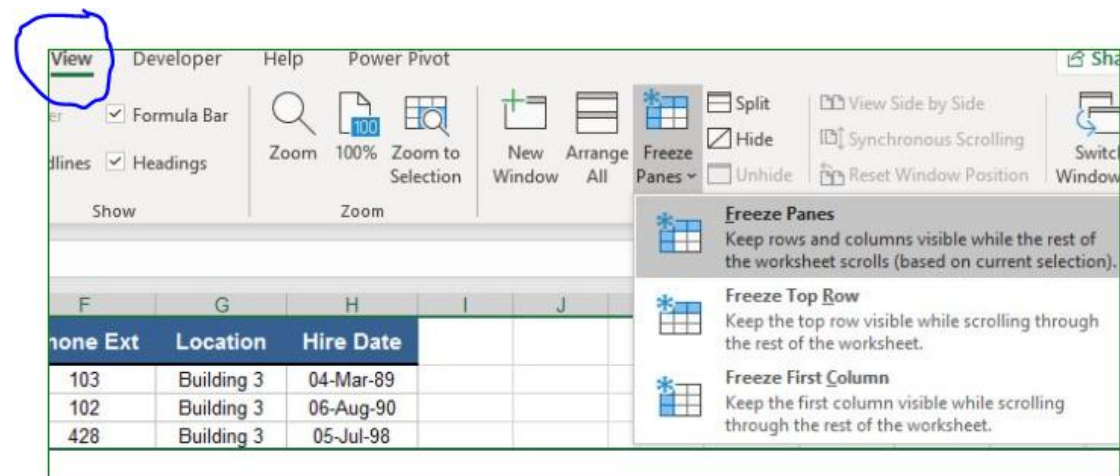
Freeze panes is especially useful when working with large worksheets that contain a lot of data or when you need to compare data in different parts of the worksheet. By freezing the rows or columns that contain the headers or other important information, you can easily reference that information as you work with the rest of the data.

For example, suppose you have a large Excel worksheet containing sales data for multiple products and regions. You may want to freeze the top row that contains the column headers (e.g. Product, Region, Sales), so that you can easily see

which data corresponds to each column as you scroll down through the worksheet.

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

Ans:



The Freeze Panes command in Excel has several different options that allow you to freeze specific rows or columns in your worksheet. These options include:

Freeze Top Row: This option freezes the top row of your worksheet so that it remains visible as you scroll through the rest of the data.

Freeze First Column: This option freezes the first column of your worksheet so that it remains visible as you scroll horizontally through the rest of the data.

Freeze Panes: This option allows you to select a specific row or column that you want to freeze. Everything above or to the left of the selected row or column will remain visible as you scroll through the rest of the worksheet.

Unfreeze Panes: This option unfreezes any frozen rows or columns in your worksheet.

Freeze All Panes: This option freezes all rows and columns in your worksheet. This is useful if you have a large worksheet that you want to keep a certain area of always visible.

Freeze Panes with Selection: This option freezes all rows and columns above and to the left of the selected cell(s). This allows you to freeze a specific area of your worksheet without having to select specific rows or columns.

These different options give you a lot of flexibility in terms of how you want to freeze rows and columns in your worksheet. You can choose to freeze a specific row or column, freeze everything above or to the left of a certain point, or freeze all rows and columns in your worksheet. This allows you to customize the freezing behavior to suit your needs and work more efficiently with large data sets.

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

Ans: Excel offers several different sheet options that allow you to customize and control the behavior of individual worksheets within a workbook. The different sheet options available in Excel include:

Rename Sheet: This option allows you to change the name of a worksheet to something that is more meaningful or descriptive. To rename a worksheet, right-click on the sheet tab and select "Rename".

Move or Copy Sheet: This option allows you to move or copy a worksheet to another location within the same workbook or to another workbook altogether. To move or copy a worksheet, right-click on the sheet tab and select "Move or Copy".

Hide Sheet: This option allows you to hide a worksheet from view without deleting it. This can be useful if you have a worksheet that contains sensitive or confidential information that you don't want others to see. To hide a worksheet, right-click on the sheet tab and select "Hide".

Unhide Sheet: This option allows you to unhide a worksheet that has been previously hidden. To unhide a worksheet, right-click on any sheet tab and select "Unhide", then select the sheet you want to unhide.

Protect Sheet: This option allows you to protect a worksheet from unauthorized changes or deletions. You can set a password to prevent others from editing or deleting data in the worksheet. To protect a worksheet, go to the "Review" tab and click on "Protect Sheet".

Tab Color: This option allows you to change the color of a sheet tab to help you quickly identify different worksheets within a workbook. To change the color of a sheet tab, right-click on the tab and select "Tab Color".

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