

## **Q1. What are the different margins options and do we adjust the margins of the excel worksheet?**

**Ans:** Margins can be defined as the empty spaces between the contents of an Excel sheet and the top, bottom, left, and right edges of a printed page. Top and bottom margins help users display different things like headers, footers, and page numbers, while other margins help better align worksheet data on the printed page.

Excel enables users to manually adjust margins to add more or less blank space around worksheet data. When we set margins too high, the worksheet contents may go to extra pages while printing it. Also, when we set the margin too low, the worksheet data may not look good or appear exquisite on the printed paper. Therefore, we should adjust the margin in excel properly to make it look great and check our printing document in preview before finalizing it for printing.

**Some different margins options are:**

**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.

## **Q2. Set a background for your table created.**

**Ans:** Tables are essential pieces of your website. They are used to convey important data and information in an easy-to-understand manner. In essence, a table is a group or a collection of rows and columns that each contain certain types of information. They were initially intended to be a part of HTML markup.

While tables are the right way of presenting data, many designers avoid them merely for the fact that they can look unappealing. However, that can be changed with a little bit of work and by implementing some easy methods, for example, by changing the table background color. It isn't time-consuming to easily make tables attractive with some tweaks.

When you want to incorporate an HTML table into your website, you might want to style it a bit first before putting information into table cells. You can, for example, change the background color of the HTML table, but there are some other changes that you can make to the table borders, column colors, and more.

Changing the CSS code is essential for all changes to the table design. Things like table background color are set in CSS code, as are all the properties of the whole HTML table and the properties of the rows and cells.

## **Q3. What is freeze panes and why do we use freeze panes? Give examples.**

**Ans:** Freeze Panes is a useful tool located in View Bar. In larger sheets, we have the data headers in the top rows and first columns. And on scrolling down or to the right, these headers do not appear.

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. After freezing, below that row and column, a grey line appears to make the partition.

#### **Freeze Multiple Rows:**

To freeze the multiple rows, select the cell in the first column(A) below the last row we want to freeze and then click on Freeze Panes. On scrolling down, frozen rows will stay fixed.

#### **Freeze Multiple Columns:**

To freeze the multiple columns, select the cell in the first row(1) right to the last column we want to freeze and then click on Freeze Panes. On moving to the right, frozen columns will stay fixed.

#### **Freeze Cells:**

We can also Freeze Multiple Rows and Columns together as per requirement. The tool Freeze Panes will do the work for us. To freeze, we have to select the cell whose left columns need to be frozen and whose above rows need to be frozen and then click on Freeze Panes in the View Bar under Window Group.

### **Q4. What are the different features available within the Freeze Panes command?**

**Ans:** Features of freeze pane:

1. Once the worksheet is frozen using the freeze pane feature, you cannot unfreeze the worksheet by undoing the action. You have to unfreeze it manually.
2. If you freeze the top row, only the first row of the sheet will be frozen. You cannot freeze the column at the same time.
3. Similar to Point No. 2, if you freeze the first column using **Freeze First Column**, only the first column of the worksheet will be frozen. You cannot freeze the row at the same time.
4. If you apply the **Freeze Pane** option of Excel freeze pane feature, it can freeze the row and column simultaneously at the same time.

## **Q5. Explain what the different sheet options present in excel are and what they do?**

**Ans:** An Excel sheet, also called a worksheet, is a single page or a document in an Excel workbook with the collection of cells to help us organize the data. Based on requirements, an Excel workbook can have many sheets. The sheets are typically listed as tabs and are accessed from the bottom of the Excel window.

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

## **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.

## **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.

### **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.