

Excel Assignment – 9

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

Answer:- 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.

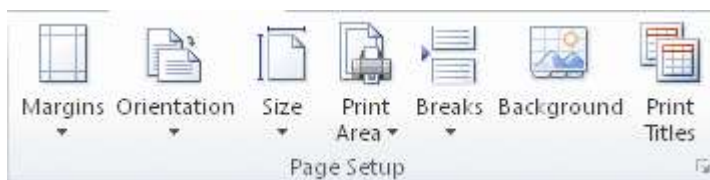
Custom: We can use our custom margins if we don't like the default margins and other built-in sets of margins. Using Custom Margins in Excel, we can specify desired margins for headers and footers and centre the content of our sheets vertically and horizontally. Custom margin adjustments help us to improve the appearance of the worksheet to our liking.

Yes, we adjust the margins of the excel worksheet.

2. Set a background for wer table created.

Answer:-

1. Click the worksheet that we 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 we want to use for the sheet background, and then click **Insert**.

The selected picture is repeated to fill the sheet.

- To improve readability, we can hide cell gridlines and apply solid colour shading to cells that contain data.

- A sheet background is saved with the worksheet data when we save the workbook.

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

examples.

Answer:- To keep an area of a worksheet visible while we scroll to another area of the worksheet, go to the **View** tab, where we can **Freeze Panes** to lock specific rows and columns in place, or we can **Split** panes to create separate windows of the same worksheet.

Freeze rows or columns

Freeze the first column

- Select **View > Freeze Panes > Freeze First Column**.

The faint line that appears between Column A and B shows that the first column is frozen.

Freeze the first two columns

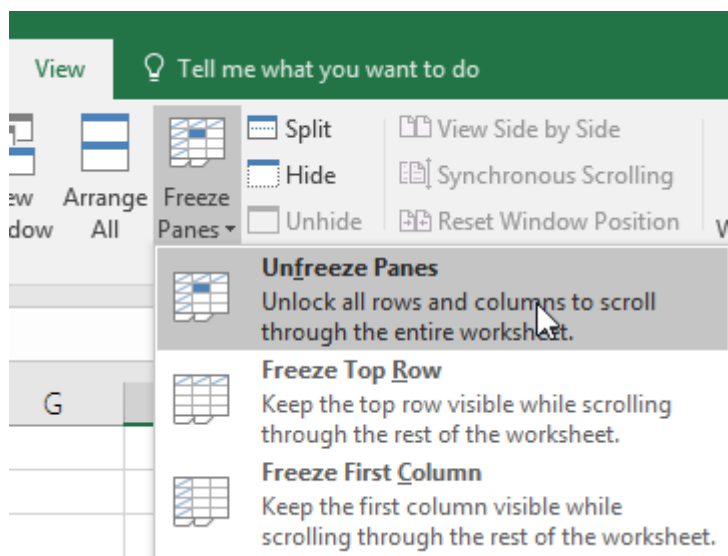
1. Select the third column.
2. Select **View > Freeze Panes > Freeze Panes**.

Freeze columns and rows

1. Select the cell below the rows and to the right of the columns we want to keep visible when we scroll.
2. Select **View > Freeze Panes > Freeze Panes**.

Unfreeze rows or columns

- On the **View** tab > **Window > Unfreeze Panes**.



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

Answer:-

To freeze rows:

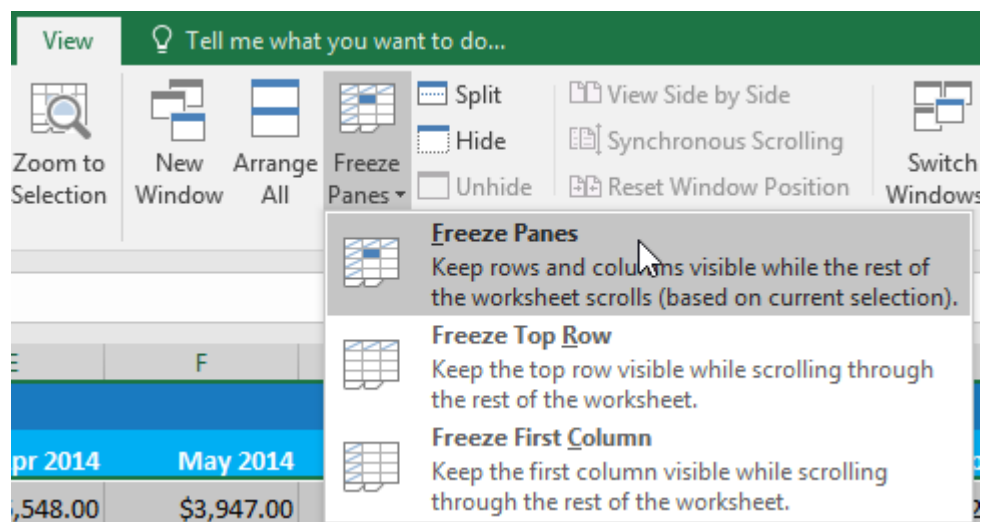
We may want to see certain rows or columns all the time in we worksheet, especially **header cells**.

By **freezing** rows or columns in place, we'll be able to scroll through we content while continuing to view the frozen cells.

1. Select the **row** below the row(s) we want to **freeze**. In our example, we want to freeze rows **1** and **2**, so we'll select row **3**.

	A	B	C	D	E	F
1	2014-2015 Sales Data					
2	Salesperson	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014
3	Albertson, Kathy	\$3,799.00	\$4,162.00	\$10,491.00	\$6,548.00	\$3,947.00
4	Allenson, Carol	\$18,930.00	\$3,993.00	\$9,133.00	\$19,845.00	\$4,411.00
5	Altman, Zoey	\$5,725.00	\$4,848.00	\$8,741.00	\$11,138.00	\$2,521.00
6	Bittiman, William	\$1,344.00	\$3,693.00	\$15,346.00	\$17,253.00	\$4,752.00

2. On the **View** tab, select the **Freeze Panes** command, then choose **Freeze Panes** from the drop-down menu.



3. The rows will be **frozen** in place, as indicated by the **gray line**. We can **scroll down** the worksheet while continuing to view the frozen rows at the top. In our example, we've scrolled down to row **18**.

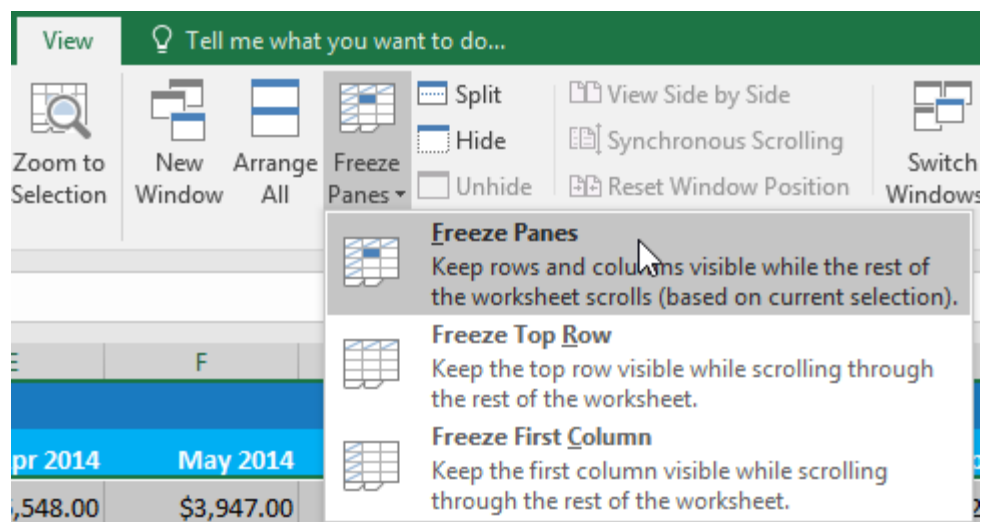
	A	B	C	D	E	F
1	2014-2015 Sales Data					
2	Salesperson	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014
18	Hodges, Melissa	\$4,624.00	\$14,772.00	\$19,830.00	\$6,303.00	\$5,667.00
19	Jameson, Robinson	\$2,552.00	\$1,627.00	\$4,382.00	\$9,083.00	\$4,269.00
20	Kellerman, France	\$4,281.00	\$7,375.00	\$17,730.00	\$19,998.00	\$3,502.00
21	Mark, Katharine	\$4,679.00	\$3,058.00	\$1,497.00	\$5,722.00	\$5,853.00

To freeze columns:

1. Select the **column** to the right of the column(s) we want to **freeze**. In our example, we want to freeze **column A**, so we'll select column **B**.

	A	B	C	D	E	F
1	2014-2015 Sales Data					
2	Salesperson	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014
3	Albertson, Kathy	\$3,799.00	\$4,162.00	\$10,491.00	\$6,548.00	\$3,947.00
4	Allenson, Carol	\$18,930.00	\$3,993.00	\$9,133.00	\$19,845.00	\$4,411.00
5	Altman, Zoey	\$5,725.00	\$4,848.00	\$8,741.00	\$11,138.00	\$2,521.00
6	Bittiman, William	\$1,344.00	\$3,693.00	\$15,346.00	\$17,253.00	\$4,752.00

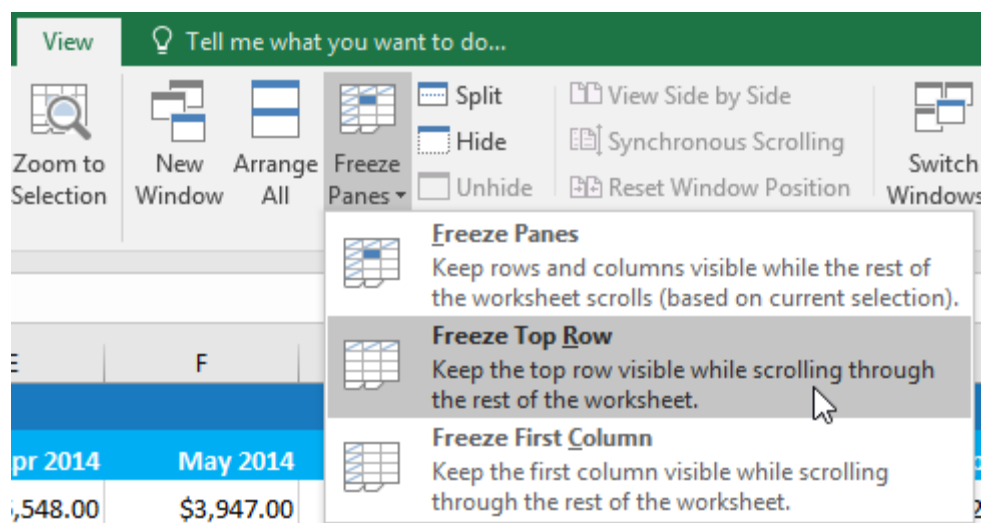
2. On the **View** tab, select the **Freeze Panes** command, then choose **Freeze Panes** from the drop-down menu.



3. The column will be **frozen** in place, as indicated by the **gray line**. We can **scroll across** the worksheet while continuing to view the frozen column on the left. In our example, we've scrolled across to column **E**.

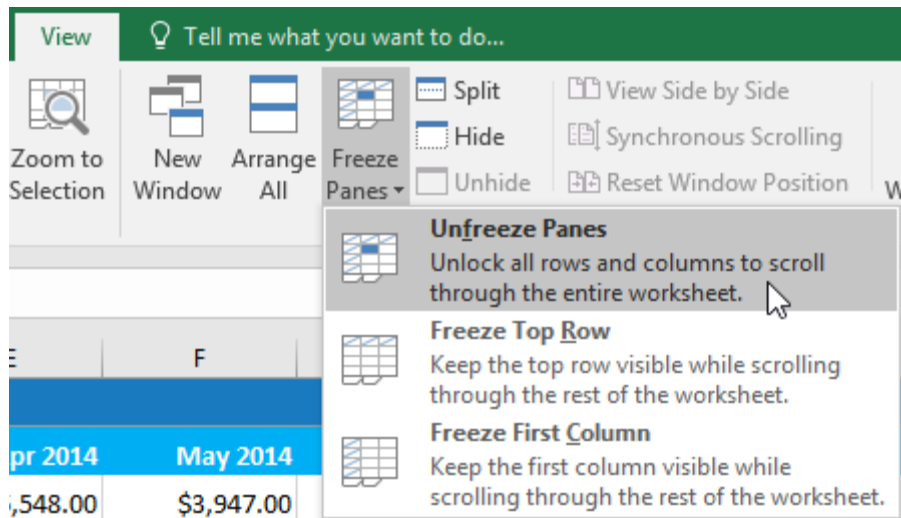
	A	E	F	G	H	I
1	2014-2015 Sales					
2	Salesperson	Apr 2014	May 2014	Jun 2014	Jul 2014	Aug 2014
3	Albertson, Kathy	\$6,548.00	\$3,947.00	\$557.00	\$3,863.00	\$1,117.00
4	Allenson, Carol	\$19,845.00	\$4,411.00	\$1,042.00	\$9,355.00	\$1,100.00
5	Altman, Zoey	\$11,138.00	\$2,521.00	\$3,072.00	\$6,702.00	\$2,116.00
6	Bittiman, William	\$17,253.00	\$4,752.00	\$3,755.00	\$4,415.00	\$1,089.00

If we only need to freeze the **top row** (row 1) or **first column** (column A) in the worksheet, we can simply select **Freeze Top Row** or **Freeze First Column** from the drop-down menu.



To unfreeze panes:

If we want to select a different view option, we may first need to reset the spreadsheet by unfreezing panes. To **unfreeze** rows or columns, click the **Freeze Panes** command, then select **Unfreeze Panes** from the drop-down menu.



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

Answer:-

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.



In the above image, we also see the small box with an arrow icon on the corner of the Sheet Options group. It is usually called the 'More' button for accessing advanced options for the corresponding group or category.

Sheet Options in Dialogue Box under Page Setup

After clicking on the 'More' option (the arrow icon on the corner of the Sheet Options group on the ribbon), we get various sheet options. These sheet options are mainly used to adjust preferences for printing purposes. For instance, when we print Excel documents, gridlines are not usually printed. We can adjust preferences from sheet options to include the gridlines to print and manage other sheet options.

The screenshot shows the 'Page Setup' dialog box with the 'Sheet' tab selected. The 'Print area' field is empty. Under 'Print titles', 'Rows to repeat at top' and 'Columns to repeat at left' are also empty. In the 'Print' section, 'Gridlines' is unchecked, 'Black and white' is unchecked, 'Draft quality' is unchecked, and 'Row and column headings' is unchecked. 'Comments' is set to '(None)' and 'Cell errors as' is set to 'displayed'. Under 'Page order', 'Down, then over' is selected with a radio button, and an icon illustrates this printing order. At the bottom, there are buttons for 'Print...', 'Print Preview', 'Options...', 'OK', and 'Cancel'.

- **Print Area:** We can select the print area using this option. We can drag and select the area or range of cells by using the mouse.
- **Print Titles:**
 - **Rows to repeat at top:** This option helps us select the title to display at the top for corresponding rows.
 - **Columns to repeat at left:** This option helps us select the title to display on the left side for columns.
- **Print:**
 - **Gridlines:** This option can be enabled or disabled by selecting/ deselecting the checkbox. It helps us decide whether to show gridlines or not on printed Excel documents.

- **Black & White:** Like the gridlines, we can select this checkbox to print the current Excel document in black and white colour, even if we have the colour printer attached.
- **Draft Quality:** Selecting the checkbox associated with the draft quality allows us to print the Excel document using the printer's draft-quality settings.
- **Rows & Column Heading:** We can select this option to display rows and columns headings to the printed Excel documents.
- **Page Order:**
 - **Down, then Over:** This option allows users to print the down page first and then the right pages.
 - **Over, then Down:** This option allows users to print the right pages first and then the down pages.
- **Print:** Clicking on this option gives a command to the device to print the current Excel document using the default printer.
- **Print Preview:** This option displays the preview of the Excel document that will be printed on paper.
- **Options:** This option allows users to choose layout type (portrait or landscape) and paper mode (A4, A5, etc.) for the Excel document to be printed.

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 shown in the following image:

