Excel Assignment - 9

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

   Step1. To use predefined margins, click Normal, Wide, or Narrow.
   Step2. 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.
   Step3. To set header or footer margins, click Custom Margins, and then enter a new margin size in the Header or Footer box.
        Setting either the header or footer margins changes the distance from the top edge of the paper to the header or from the bottom edge of the paper to the footer.
   Step4. To center the page horizontally or vertically, click Custom Margins and then, under Center on page, select the Horizontally or Vertically check box.

   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.

2. Set a background for your table created.

   Step 1: Open a new Microsoft Excel document (File -> New -> Blank document -> Create) or an existing Microsoft Excel document (File -> Open -> Browse document location -> Open button)
        in which you wish to add the background.

   Step 2: Click on the Page Layout tab on the ribbon. Click on the Background next to the Breaks option in the Page Setup section.

   Step 3: A small Sheet Background dialog box will appear on the spreadsheet.
        Browse the Background image that you want to set and click on the Insert button at the bottom of the dialog box.

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

   Freeze panes is a feature in spreadsheet applications, such as Microsoft Excel, LibreOffice Calc, Apple's Numbers, and Google Sheets.
   It's utilized to "lock" a row or column in place so that it is always displayed as you navigate around a workbook.

   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.

   Examples are:-
      a. Freeze Top Row --
         To freeze only the top row, execute the steps mentioned below:
         In the windows group, go to the View tab, and click Freeze Panes.
         Click Freeze Top Row.
      b. Freeze First Column?
         You can freeze only the first column for your worksheet by following these steps:
         Go to View tab > Windows group > Freeze First Column.
         Select Freeze First Column.
      c. Excel provides you with the option to freeze multiple rows at once. To freeze the multiple rows, follow these steps:

         For example, select row 5.
         Go to View tab > Windows group > Freeze Panes.
         Select Freeze Panes.
      d. The magic freeze button is a shortcut to freeze the rows and columns with a single click.
         To add the magic freeze shortcut to the quick access toolbar, follow these steps
            1. Click on the down arrow and click more commands.
            2. Add the Freeze Panes option to the quick access toolbar and click OK.

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

   It shows three options in the Freeze Panes drop-down:
      Freeze Panes: It freezes the rows as well as the columns.
      Freeze Top Row: It freezes all the rows above the active cell.
      Freeze First Column: It freezes all the columns to the left of the active cell.
   You can use these options to lock rows or columns (or both) into panes in Excel.

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

   a. 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 an

      Gridlines:
         1. 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.
         2. Print: This option allows users to show/hide gridlines on an Excel document that will be printed on paper.
      Headings:
         1. 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.
         2. 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.

      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.

         1. 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.
         2. 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.
         3. 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 color, even if we have the color 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.
         4. 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.
         5. Print: Clicking on this option gives a command to the device to print the current Excel document using the default printer.
         6. Print Preview: This option displays the preview of the Excel document that will be printed on paper.
         7. 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.
   b. 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 rightclick 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
            Delete
            Rename
            Move or Copy
            View Code
            Protect Sheet
            Tab Color
            Hide
            Unhide
            Select All Sheets
            Additional Sheet Options
            Grouping worksheets
            Ungrouping Worksheets
            Switching between Worksheets