**Advance Excel Assignment 9**

1. 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 helps us display different things like headers, footers, and page numbers, while other margins help better align worksheet data on the printed page.

The margin option available in Excel.

* **Normal**: The normal margin setup is the default margin. 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.
* **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.

1. Set a background for your table created.

Ans. There are many ways to set a background in table.

1. Add background in excel using page layout tab.

* Click > **Page Layout tab** on the ribbon.
* Click > **Background** in the **Page Setup** section.
* Select > **Background image**
* Click > **Insert**

1. Add a background image using the keyboard.

* Click > File > New > Blank document > Create to Open
* Click > File> Open > Browse document location > Open button
* Shortcut key (**Alt+P+G)**

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

Ans. **Freeze Panes: - It is a** feature of Excel to freeze the row or column of the worksheet. They can freeze panes to freeze the single or multiple rows/columns. Rows and Columns keep visible when they are frozen.

This is available inside the **View** tab in the Excel ribbon. Inside the View tab, you will see a Windows group where this Freeze Panes option is present.

Example of freeze Panes.

To freeze a particular part of the worksheet using freeze pane.

* Go to cell B5 for freezing the first four rows (4) and one column (A)
* Navigate to the **View** tab where we will see a **Freeze Pane** dropdown button inside the Window group.
* Click > **Freeze Pane**dropdown button
* Click > **Freeze Panes** option to freeze the rows and columns.
* First four rows and first column (till A4 cell) have been frozen successfully. Now, if we scroll the worksheet vertically or horizontally, till A4 row and columns are fixed and do not move with scrolling and rest of the worksheet will scroll.

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

Ans. There are 3 types of Freeze Panes options available in View menu tab under Window section, Freeze Panes, Freeze Top Row and Freeze First Column. Freeze Panes is used to freeze the worksheet from the point where we keep our cursor. This freezes both the row and column.

Freeze top row is used to freeze the entire first row (say row 1). Similarly, freeze first column is used to freeze the entire first column (say column A).

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

Ans. There are two different sheet options present in excel:-

* Ribbon Sheet Options
* Right-click Sheet Options

**Ribbon Sheet Options: -** Excel has all the basic and advanced options present on its ribbon. Excel ribbon 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: -** 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.

* **Insert**
* **Delete**
* **Rename**
* **Move or Copy**
* **View Code**
* **Protect Sheet**
* **Tab Color**
* **Hide/Unhide**
* **Select all Sheets**
* **Grouping/Ungrouping worksheets**
* **Switching between worksheets**