

## Assignment 9

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

Ans: There are four margins you can specify: top, bottom, left, and right. Each margin refers to the distance from the edge of the paper to where the information in your worksheet can be printed.

To adjust the page margins on a printed spreadsheet in Excel, you can use several different methods.

- Use the File menu:
  1. From the File menu, select Print.
  2. Under "Settings", select the Normal Margins drop-down menu.
  3. Choose a different pre-set option, or select Custom Margins..., adjust the values for each margin that you want to change, and click OK.
- Use the Page Layout tab:
  1. On the Page Layout tab, click Margins, and then select Custom Margins....
  2. Use the arrows to increase or decrease the margin sizes, or enter the desired size in the appropriate box. When you're done, click OK.
- Select your data:
  1. Highlight the area of your spreadsheet that you want to print.
  2. Click the Page Layout tab.
  3. Click Print Area, and choose Set Print Area.

### 2. Set a background for your table created.

Ans:

D9				566987			
	A	B	C	D	E	F	G
1	Mail Id	First Name	Last Name				
2	venkatesh-kasat-15-@gmail.com	venkatesh	kasat				
3	ram-kumar-45-@gmail.com	ram	kumar				
4	shyam-kasat-15-@gmail.com	shyam	kasat				
5							
6							
7	Address	City	State	Pincode			
8	Amritsar-Punjab-447789	Amritsar	Punjab	447789			
9	Goa-Panaji-566987	Goa	Panaji	566987			
10							
11							
12							
13							

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

Ans: 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.

For example, freezing panes is useful if your spreadsheet has a header row that you want to always be visible. With this feature, when a user scrolls vertically in an open spreadsheet, the "frozen" header row stays in place as the contents of other cells scroll. Freeze panes helps users to always know what kind of data they are viewing.

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

Ans: To keep an area of a worksheet visible while you scroll to another area of the worksheet, go to the View tab, where you can Freeze Panes to lock specific rows and columns in place, or you 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 you want to keep visible when you scroll.
2. Select View > Freeze Panes > Freeze Panes.

Unfreeze rows or columns

- On the View tab > Window > Unfreeze Panes.

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

Ans: 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.

