Assignment

Question1 What are the different margins options and do we adjust the margins of the excel worksheet?

Answer. There are four predefined margins in excel. They are top, bottom, left, right. Yes, we can adjust the margin of the excel worksheet we have to print the page.

Question2. Set a background for your table created.

Answer. After creating a table click on the worksheet you want to set background

On the Page Layout tab, in the Page Setup group, click Background.

Select the picture that you want to use for the sheet Insert background, and then click,

Question3. What is freeze panes and why do we use freeze panes? Give examples.

Answer- 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.

If we want to freeze the top row since this typically contains the descriptive title for each column. By freezing the top row you ensure that you always know what the column you are working in is supposed to be.

Question4. What are the different features available within the Freeze Panes command?

Answer4. 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.

Question5. Explain what the different sheet options present in excel are and what they do?

Answer- Sheet options 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.