**Excel Assignment – 9**

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

To use predefined margins, click **Normal, Wide, or Narrow**. Tip: If you previously used a custom margin setting, that setting is available as the Last Custom Setting option. 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.

1. Set a background for your table created.

Click the worksheet that you want to display with a sheet background. Make sure that only one worksheet is selected. On the Page Layout tab, in the Page Setup group, click Background. Select the picture that you want to use for the sheet background, and then click Insert.

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

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.

For example, if the first row in your spreadsheet contains labels, you might freeze that row to make sure that the column labels remain visible as you scroll down in your spreadsheet.

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

There is 3 type of Freeze Panes option available in View menu tab under Window section, Freeze Panes, Freeze Top Row and Freeze First Column.

If you apply the Freeze Pane option of Excel freeze pane feature, it can freeze the row and column simultaneously at the same time.

Freeze pane.

Freeze Top row.

Freeze First column.

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

MS Excel or Microsoft Excel is currently the most powerful spreadsheet software developed by Microsoft. It allows us to organize vast amounts of data across multiple sheets. Every Excel workbook has at least one sheet. By default, when we create a new Excel file, it usually has three sheets, namely Sheet1, Sheet2, and Sheet3. Furthermore, we can add or delete the desired number of sheets accordingly.

**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.

**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'.