

# ASSIGNMENT-09

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

Excel has only two sets of built-in margin styles in addition to the default or normal style. Thus, we can select these existing margins with just a few clicks. The margin options available in Excel are as follows:

- a. Normal: The normal margin setup is the default margin that Excel follows for each Excel sheet and its pages. 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.
- b. 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.
- c. 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.
- d. 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 centre the content of our sheets vertically and horizontally. Custom margin adjustments help us to improve the appearance of the worksheet to our liking.
- e. Adjust Margins in Excel: When we want to print the contents of an Excel document on a full page, covering the maximum space on the page, we should use Narrow margins. Alternatively, we can use custom margins and reduce the margins to our liking and achieve the maximum possible number of rows and columns on a printed page.

## **2. 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.

### **3. 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.

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

- a. Freeze the first column: The faint line that appears between Column A and B shows that the first column is frozen.
- b. Freeze the first two columns.
- c. Freeze columns and rows: Select the cell below the rows and to the right of the columns you want to keep visible when you scroll.
- d. Unfreeze rows or columns.

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

- 1. Print Area – You can set the print area with this option.
- 2. Print Titles – You can set titles to appear at the top for rows and at the left for columns.
- 3. Print:
  - a. Gridlines – Gridlines to appear while printing worksheet.
  - b. Black & White – Select this check box to have your colour printer print the chart in black and white.
  - c. Draft quality – Select this check box to print the chart using your printer's draft quality setting.
- 4. Page Order:
  - a. Down, then Over – It prints the down pages first and then the right pages.
  - b. Over, then Down – It prints right pages first and then comes to print the down pages.