

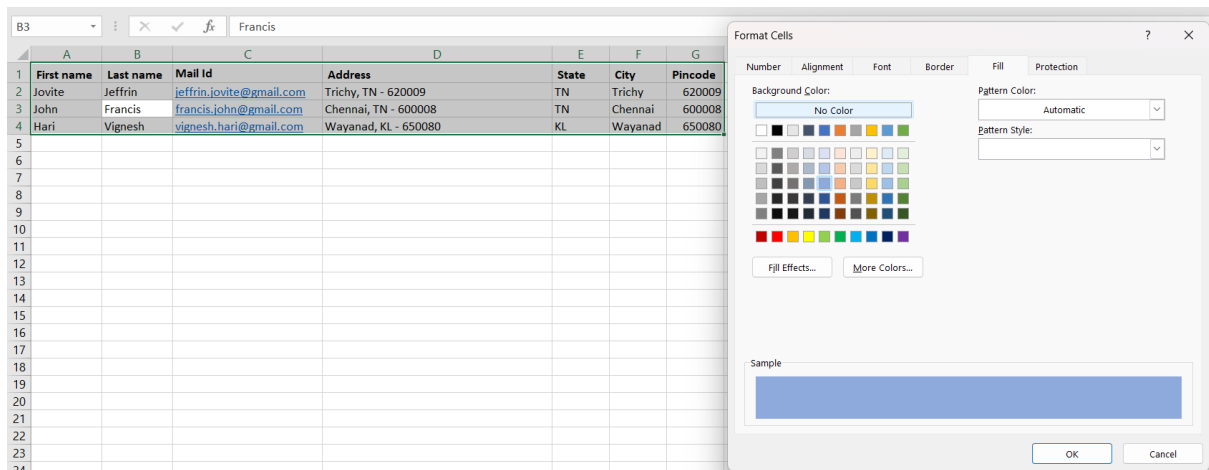
EXCEL ASSIGNMENT - 09

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

There are Four types of margin (Excluding Header and Footer) options we have. Basically Margins are the empty space between the worksheet data and the left, right, top, and bottom edges of the printed page. And we can manually adjust them to add more or less space around your worksheet data. Thus, We can adjust the margins of the excel worksheet.

2. Set a background for your table created.

Select the cell or range of cells you want to format. Click Home > Format Cells dialog launcher, or press Ctrl+Shift+F. On the Fill tab, under Background Color, pick the color you want.



	A	B	C	D	E	F	G	H
1	First name	Last name	Mail Id	Address	State	City	Pincode	
2	Jovite	Jeffrin	jeffrin.jovite@gmail.com	Trichy, TN - 620009	TN	Trichy	620009	
3	John	Francis	francis.john@gmail.com	Chennai, TN - 600008	TN	Chennai	600008	
4	Hari	Vignesh	vignesh.hari@gmail.com	Wayanad, KL - 650080	KL	Wayanad	650080	
5								
6								

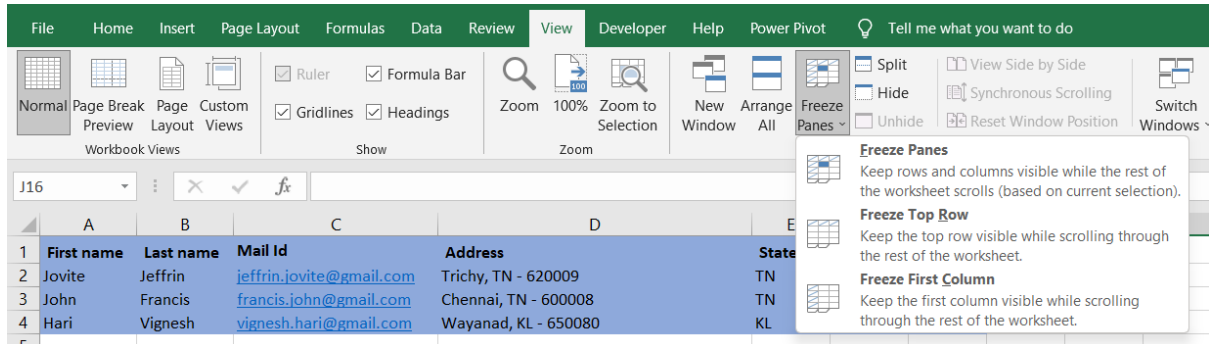
3. What is freeze panes and why do we use freeze panes? Give examples.

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.

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

- 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.



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

Sheet options are present on the Excel ribbon and can be accessed by going to Page Layout Sheet Options. It 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.

- **Print:**
 - **Gridlines:** This option can be enabled or disabled by selecting/ deselecting the checkbox. It helps us decide whether to show gridlines or not on printed Excel documents.
 - **Black & White:** Like the gridlines, we can select this checkbox to print the current Excel document in black and white color, even if we have the color printer attached.
 - **Draft Quality:** Selecting the checkbox associated with the draft quality allows us to print the Excel document using the printer's draft-quality settings.
 - **Rows & Column Heading:** We can select this option to display rows and columns headings to the printed Excel documents.
- **Page Order:**
 - **Down, then Over:** This option allows users to print the down page first and then the right pages.
 - **Over, then Down:** This option allows users to print the right pages first and then the down pages
 - **Print:** Clicking on this option gives a command to the device to print the current Excel document using the default printer.
 - **Print Preview:** This option displays the preview of the Excel document that will be printed on paper