Excel Assignment - 9

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

the excel worksheet?

2. Set a background for your table created.

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

examples.

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

command?

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

they do?

1. To use predefined margins, click Normal, Wide, or Narrow. ...

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.

2.



3. 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.

To freeze rows:

Select the row below the row(s) you want to freeze. In our example, we want to freeze rows 1 and 2, so we'll select row 3.

On the View tab, select the Freeze Panes command, then choose Freeze Panes from the drop-down menu.

The rows will be frozen in place, as indicated by the gray line.

Example: 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.

Select View > Freeze Panes > Freeze Panes.

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

5. 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.