

EXCEL ASSIGNMENT - 09

Q. What are the different margin options and do we adjust the margin of excel worksheet?

⇒ - There are 4 margins - top, bottom, left & right.

- To adjust these margins use the page layout tab: on the page layout tab, click margins, and then select custom margins.

Q. Set a background for your table created.

Q. 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 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 same worksheet.

Q. What are different features available in freeze panes command?

⇒ - The features include like freezing the rows as well as columns.

- Freeze top rows: It freezes the rows as well as the columns.

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

⇒ - Print titles: You can set titles to appear at the top for rows and at the left for columns.

- Gridlines: Gridlines to appear while printing worksheet.

- Black & white: select this check box to have