Excel Assignment – 9

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

the excel worksheet?

Answer: 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.

Answer: The background color of the table is given by the bgcolor="color" attribute. When applied to the <table> tag, the color fills the background. Cell background colors are set by applying the bgcolor attribute to a <tr> tag (to color the row) or to a <td> tag (to color the cell).

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

examples.

Answer: The Excel Freeze Panes option allows you to lock your columns and/or rows so that when you scroll down or over to view the rest of your sheet, the column and/or row will remain on the screen.

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

command?

Answer:

Freeze panes to lock rows and columns

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.

Freeze rows or columns

Freeze the first column

* Select View > Freeze Panes > Freeze First Column.
  + The faint line that appears between Column A and B shows that the first column is frozen.
* Freeze the first two columns
* Select the third column.
* Select View > Freeze Panes > Freeze Panes.
* 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.

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

they do?

Answer: 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.