

**Excel Assignment - 9**

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

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. Despite the default margin, Excel allows us to choose from two other margin settings, namely Wide and Narrow.Click the sheet. On the Layout tab, under Page Setup, click Margins. Click Custom Margins, and then adjust the margins as you want them to appear. To center the sheet on the page when you print, under Center on page, select Horizontally and Vertically.

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

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. Freeze Panes are used to freeze the worksheet from where we keep our cursor. This freezes both the row and column both.command?

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

* Print Area − You can set the print area with this option.
* Print Titles − You can set titles to appear at the top for rows and at the left for columns.
* Print −
  + Gridlines − Gridlines to appear while printing worksheet.
  + Black & White − Select this check box to have your color printer print the chart in black and white.
  + Draft quality − Select this check box to print the chart using your printer’s draft-quality setting.
  + Rows & Column Heading − Select this check box to have rows and column heading to print.
* Page Order −
  + Down, then Over − It prints the down pages first and then the right pages.Over, then Down − It prints right pages first and then comes to print the down pages.