

Excel Assignment 9 iNeuron

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

Ans: 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.

2. Set a background for your table created.

Ans: 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.

Ans: 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.

Go to the View tab of a worksheet to select Freeze Panes, which locks specific rows and columns in place when you scroll to another area, or Split Panes, which creates separate windows of the same spreadsheet.

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

Ans:

- Freeze pane.
- Freeze Top row.
- Freeze First column.

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

Ans:

- **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.