Ineuron Excel Assignment-9

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

* Excel uses the standard top,bottom,left and right margins of ¾ inch,where ¼ inch seperates the header and forrter from the top and bottom margins.
* Despite Excel allows us to choose from two other margin setting namely wide and narrow.
* We adjust the margin,By clicking the Page Layout Tab.
* Click the margins button
* Select the margin size you want to use from the list.If we don’t see a margin size that works,select custom margins to display the pagesetup dialog box.

2.Set a background for your table created.

* 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).

3.What is freeze pane 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 command?

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.

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

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.