Nikit Panchal   panchalnikit@gmail.com

Excel Assignment - 09

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

There are three margin options in excel. Normal, Wide and Narrow. There is also one option to set the custom margin as per our requirement. We adjust the margin in the excel worksheet to accommodate our data in the page size to visualize the values better.

2.   Set a background for your table created.
Ans:-

Sr. No. ▼	Student ID ▼	Marks ▼
1	A100	62
2	A101	68
3	A102	94
4	A103	72
5	A104	81

3.   What is freeze panes and why do we use freeze panes? Give Examples.
Ans:-

When the data is too big and number of rows and columns are higher than the visible pane, freeze panes are used. Freeze Panes command is used to freeze scrolling of the rows and columns before the selected cell. Hence, we can see the values with fixed rows and columns.
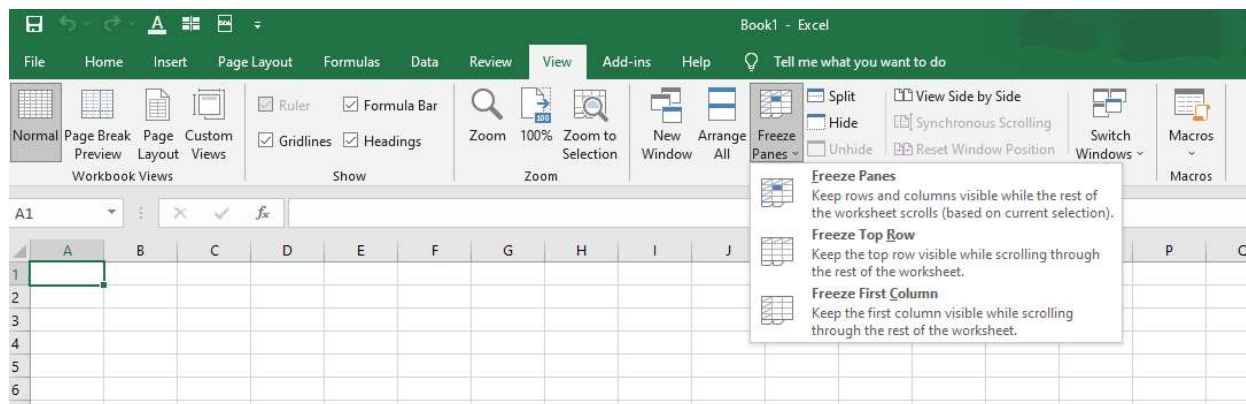
For Example, if the sheet is having 10000 Rows data. And the title Row is to be freeze to view which cell contain the info of which column. In this case, we need to use Freeze Panes.

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

Ans:-

         There are three features available along with the Freeze Panes.

- Freeze Panes – It Freezes the Rows and Columns before the selected Cell.
- Freeze Top Row – It Freezes the top row (1) and remaining all rows will be able to scroll
- Freeze First Column – It Freezes the First Column (A) and remaining all the columns will be able to scroll

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

Ans:-

         There are various options available which are listed below.

- Insert – We can insert a new sheet by clicking here
- Delete – We can delete the selected sheet
- Rename – We can rename the sheet name
- Move or Copy – We can Move or copy the selected sheet to another sheet
- View Code – We can check the Visual Basic Code from here
- Protect sheet – We can protect the sheet by entering the password
- Tab Colour – We can choose the Sheet tab Colour
- Hide – WE can hide the selected sheet
- Select all sheet – all the sheets present in the Excel file will be selected.