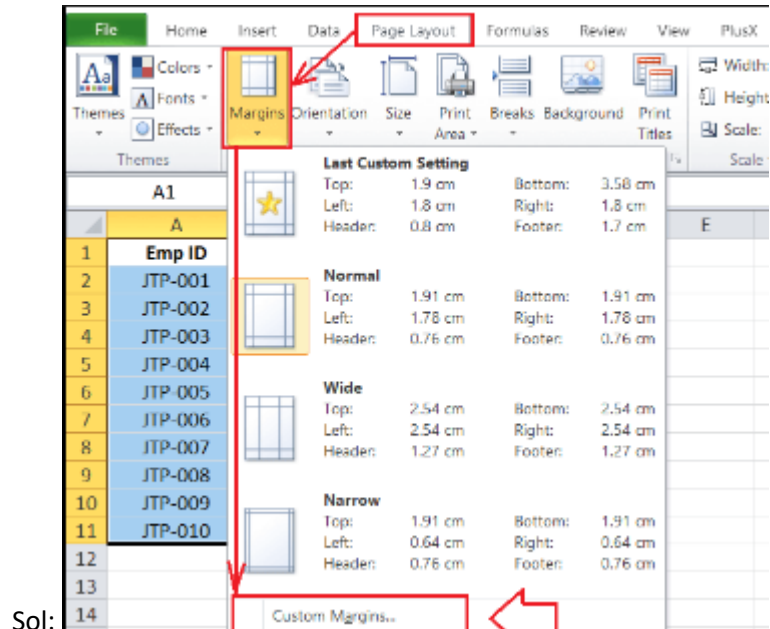


Excel Assignment - 9

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



Yes , you can manually adjust them to add more or less space around your worksheet data.

2. Set a background for your table created.



Sol:

Go to Page layout and then select Background and select the image you want as background.

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

Sol: To keep an area of a worksheet visible while you scroll to another area of the worksheet

File Home New Tab Insert Draw Page Layout Formulas Data Review **View** Developer Kutools

Normal Page Break Preview Page Layout Custom Views

Workbook Views

☒ Ruler ☒ Formula Bar ☒ Gridlines ☒ Headings

Show

Zoom 100% Zoom to Selection

New Window Arrange All Freeze Panes

Split Hide Unhide

Window

B1 Address

	A	B	C	D	E	F	G
1	Mail id	Address	First Name	Last Name	State	City	Pincode
2	Ram singh@gmail.com	Chennai,Tamilnadu,644102	Ram	singh	Tamilnadu	Chennai	644102
3	Pooja rai@yahoo.com	Hyderabad,Andhra,567888	Pooja	rai	Andhra	Hyderabad	567888
4	Rohit Sharma@hotmail.com	Bangalore,Karnataka,378901	Rohit	Sharma	Karnataka	Bangalore	378901
5	Virat Kohli@crinfo.com	Mumbai,Maharashtra,222311	Virat	Kohli	Maharashtra	Mumbai	222311
6							
7							
8							
9							
10							
11							
12							

Book1 - Excel

File Home New Tab Insert Draw Page Layout Formulas Data Review **View**

Normal Page Break Preview Page Layout Custom Views

Workbook Views

☒ Ruler ☒ Formula Bar ☒ Gridlines ☒ Headings

Show

Zoom 100% Zoom to Selection

New Window Arrange All Freeze Panes

Split Hide Unhide

Window

E11

	A	D	E	F	G	H	I	J
1	Mail id	Last Name	State	City	Pincode			
2	Ram singh@gmail.com	singh	Tamilnadu	Chennai	644102			
3	Pooja rai@yahoo.com	rai	Andhra	Hyderabad	567888			
4	Rohit Sharma@hotmail.com	Sharma	Karnataka	Bangalore	378901			
5	Virat Kohli@crinfo.com	kohli	Maharashtra	Mumbai	222311			
6								
7								
8								
9								
10								

1st row & column are frozen

Select the column/row and go to view tab , select freeze panes.

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

Sol: Freeze first row/column

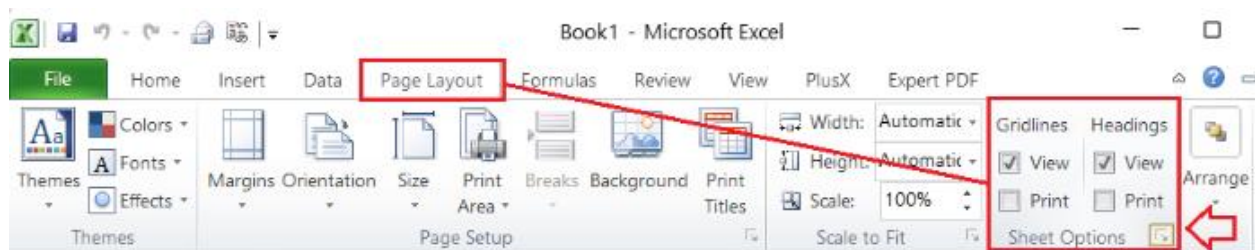
Freeze Top row

Freeze First Column and

Simultaneously, you can unfreeze as well.

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

1) Ribbon Sheet Options



○ **Gridlines:**

- **View:** This option allows users to show/ hide gridlines within the active worksheet. Turning off this option removes the gridlines from the sheet and displays a blank Excel sheet.
- **Print:** This option allows users to show/ hide gridlines on an Excel document that will be printed on paper.

○ **Headings:**

- **View:** This option allows users to show/ hide headings within the active worksheet. Turning off this option removes the headings from the current sheet's headers and footers.
- **Print:** This option allows users to show/ hide headings on an Excel document, which is to be printed on paper.

2) Right-click Sheet Options

