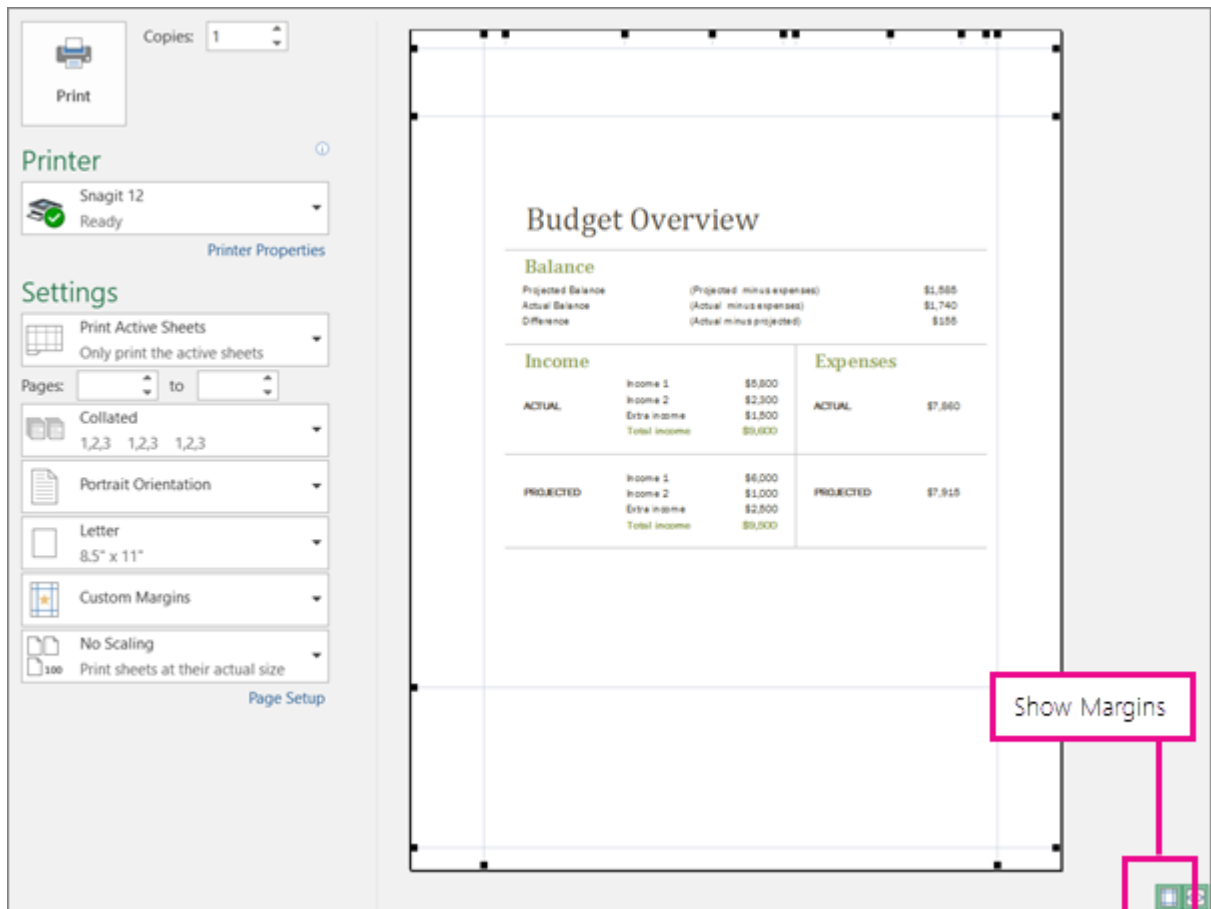


Excel Assignment - 9

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.

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.



The screenshot shows the 'Print' dialog box in Microsoft Word. The 'Settings' tab is active, and the 'Custom Margins' option is selected. A pink box highlights the 'Show Margins' button in the bottom right corner of the preview area.

Printer: Snagit 12, Ready

Settings:

- Print Active Sheets: Only print the active sheets
- Pages: 1 to 1
- Collated: 1,2,3 1,2,3 1,2,3
- Portrait Orientation
- Letter 8.5" x 11"
- Custom Margins
- No Scaling: Print sheets at their actual size

Budget Overview

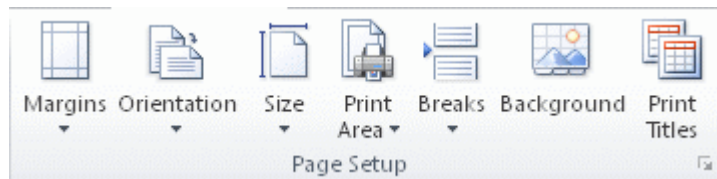
Balance		
Projected Balance	(Projected minus expenses)	\$1,585
Actual Balance	(Actual minus expenses)	\$1,740
Difference	(Actual minus projected)	\$155

Income		Expenses		
ACTUAL	Income 1	\$5,800	ACTUAL	\$7,840
	Income 2	\$2,300		
	Extra income	\$1,600		
	Total income	\$9,600		
PROJECTED	Income 1	\$6,000	PROJECTED	\$7,915
	Income 2	\$1,000		
	Extra income	\$2,800		
	Total income	\$9,800		

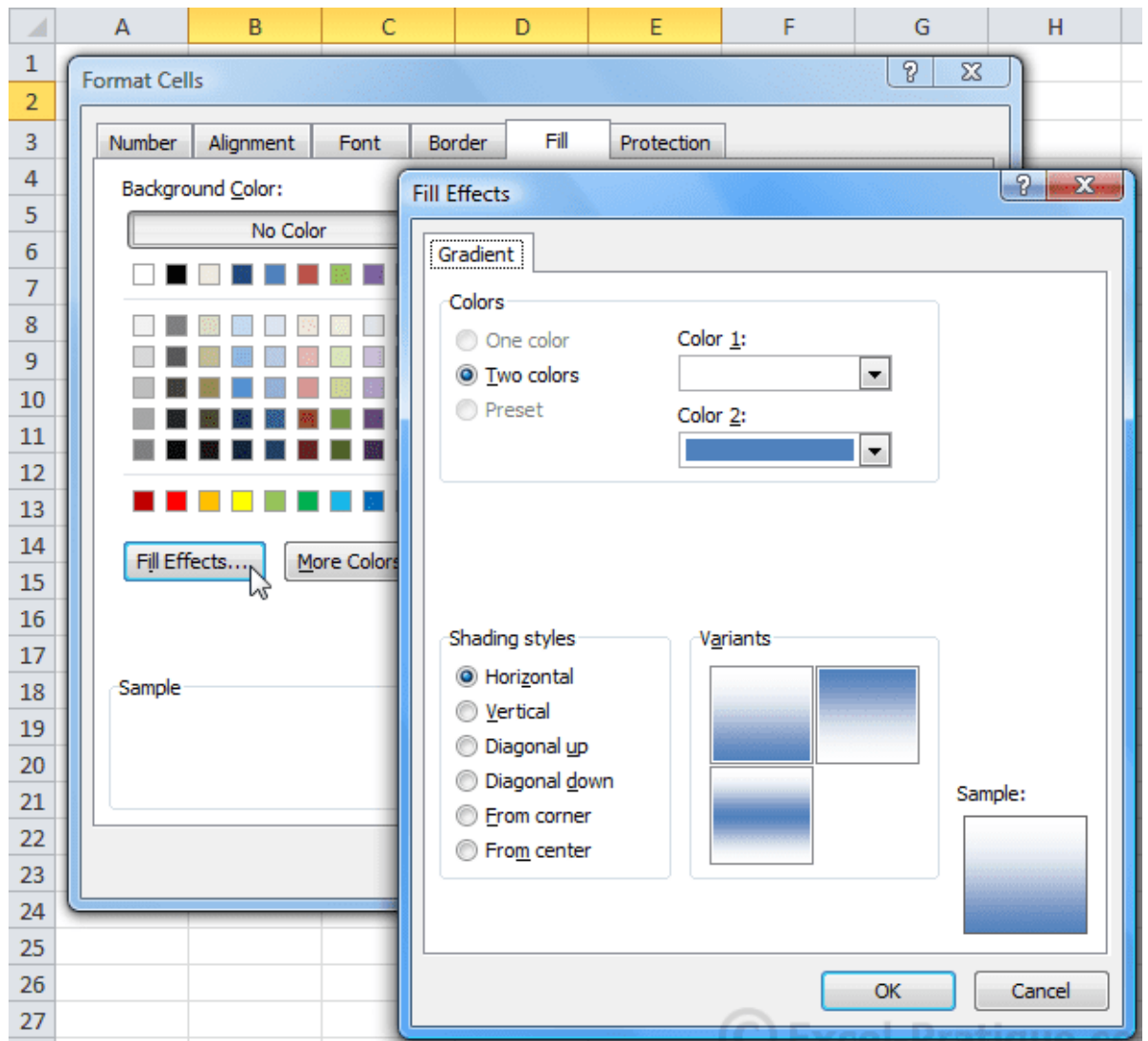
2. Set a background for your table created.

Ans . 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.

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. The selected picture is repeated to fill the sheet.
- To improve readability, you can hide cell gridlines and apply solid colour shading to cells that contain data.
- A sheet background is saved with the worksheet data when you save the workbook.



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

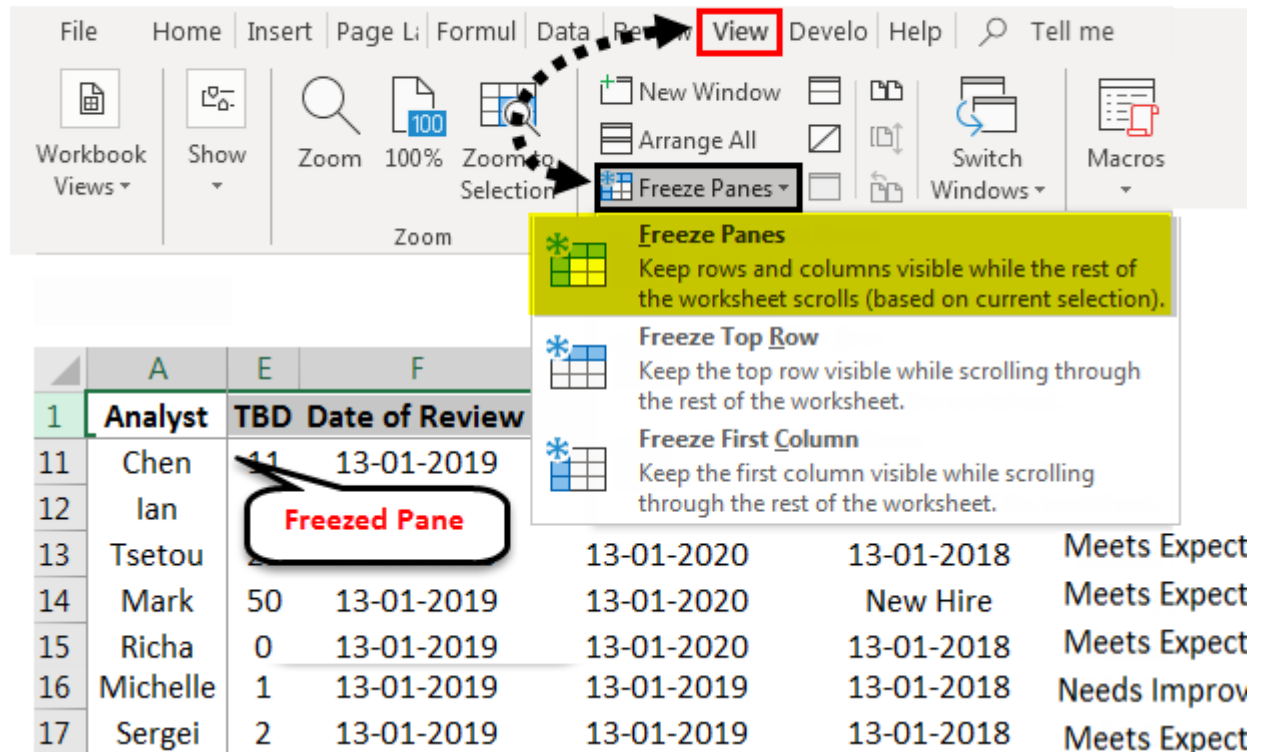
Ans. To keep an area of a worksheet visible while you scroll to another area of the worksheet, go to the View tab, where you can Freeze Panes to lock specific rows and columns in place, or you can Split panes to create separate windows of the same worksheet.

What is freeze panes and why do we use freeze panes give examples?

Image result for what is freeze panes and why do we use freeze panes in example

When you freeze panes, Excel keeps specific rows or columns visible when you scroll in the worksheet. For example, if the first row in your spreadsheet contains labels, you might freeze that row to make sure that the column labels remain visible as you scroll down in your spreadsheet.

Freeze Panes in Excel



The screenshot shows the Excel ribbon with the 'View' tab selected. The 'Freeze Panes' option is highlighted in the ribbon. Below the ribbon, a worksheet is shown with the first row frozen. A red box labeled 'Freezed Pane' highlights the first row of the data table.

	A	E	F
1	Analyst	TBD	Date of Review
11	Chen	11	13-01-2019
12	Ian		
13	Tsetou		
14	Mark	50	13-01-2019
15	Richa	0	13-01-2019
16	Michelle	1	13-01-2019
17	Sergei	2	13-01-2019

The 'Freeze Panes' dropdown menu is open, showing the following options:

- Freeze Panes**: Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).
- Freeze Top Row**: Keep the top row visible while scrolling through the rest of the worksheet.
- Freeze First Column**: Keep the first column visible while scrolling through the rest of the worksheet.

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

Ans.

insert or delete rows, and columns. ...

- Select cell contents in Excel. ...
- Freeze panes to lock rows and columns. ...
- Hide or show rows or columns. ...
- Filter for unique values or remove duplicate values. ...

- Split text into different columns with the Convert Text to Columns Wizard.

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