

## Excel Assignment - 9

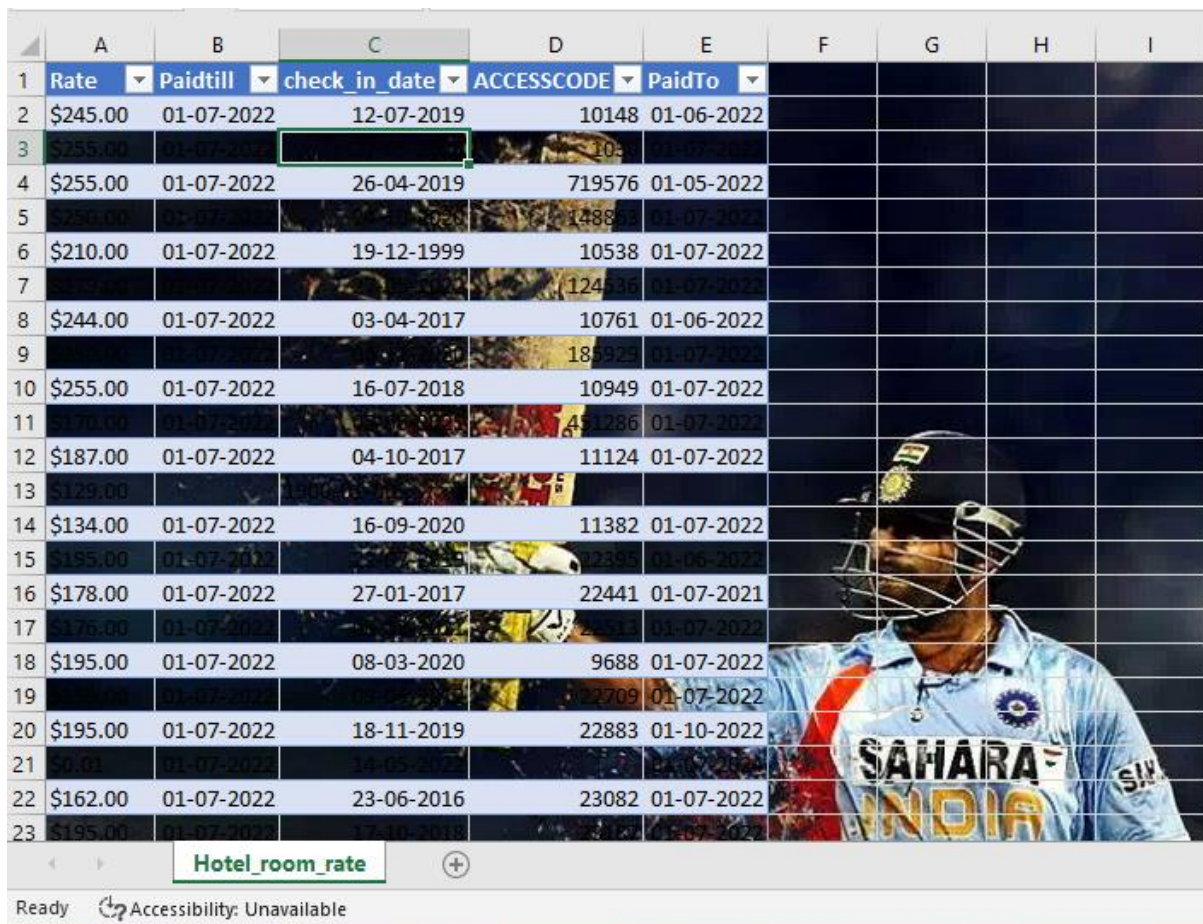
1. What are the different margins options and do we adjust the margins of the excel worksheet?

- Last custom setting
- Normal
- Wide
- Narrow
- Custom Margins

There are four margins you can specify: top, bottom, left, and right. Each margin refers to the distance from the edge of the paper to where the information in your worksheet can be printed.

Yes, we do adjust the margins of the excel worksheet. Top and bottom margins help users display different things like headers, footers, and page numbers, while other margins help better align worksheet data on the printed page.

2. Set a background for your table created.



	A	B	C	D	E	F	G	H	I
1	Rate	Paidtill	check_in_date	ACCESSCODE	PaidTo				
2	\$245.00	01-07-2022	12-07-2019	10148	01-06-2022				
3	\$255.00	01-07-2022		10148	01-07-2022				
4	\$255.00	01-07-2022	26-04-2019	719576	01-05-2022				
5	\$250.00	01-07-2022		1488	01-07-2022				
6	\$210.00	01-07-2022	19-12-1999	10538	01-07-2022				
7				124536	01-07-2022				
8	\$244.00	01-07-2022	03-04-2017	10761	01-06-2022				
9				185929	01-07-2022				
10	\$255.00	01-07-2022	16-07-2018	10949	01-07-2022				
11	\$170.00	01-07-2022		451286	01-07-2022				
12	\$187.00	01-07-2022	04-10-2017	11124	01-07-2022				
13	\$129.00								
14	\$134.00	01-07-2022	16-09-2020	11382	01-07-2022				
15	\$195.00	01-07-2022		12395	01-06-2022				
16	\$178.00	01-07-2022	27-01-2017	22441	01-07-2021				
17	\$176.00	01-07-2022		22313	01-07-2022				
18	\$195.00	01-07-2022	08-03-2020	9688	01-07-2022				
19		01-07-2022		22709	01-07-2022				
20	\$195.00	01-07-2022	18-11-2019	22883	01-10-2022				
21	\$0.00	01-07-2022	14-05-2022						
22	\$162.00	01-07-2022	23-06-2016	23082	01-07-2022				
23	\$195.00	01-07-2022	17-09-2018						

Hotel\_room\_rate

Ready Accessibility: Unavailable

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

Freeze panes is one of the most used excel function as the name says it freezes the certain part of excel. 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 are 3 types of freeze panes

- a. Freeze Top Row which freezes the top row of the sheet.
- b. Freeze First Column which freezes the 1<sup>st</sup> column of the sheet.
- c. Freeze pane which freezes the both row and column based on current selection.

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

Different sheet options present in excel are

1. Gridlines
  - View: We can enable or disable the Gridlines as per our requirements.
  - Print: We can print the Gridlines in printout If we want.
2. Headings
  - View: We can enable or disable the Headings. If we enable the headings, we can see the column and row heading if we disable it headings will hide.
  - Print: We can print the Headings in printout If we want.