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FSDA Batch 1

Excel Assignments

### **Assignment 9**

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

There are several options for adjusting the margins of an Excel worksheet, including the top margin, bottom margin, left margin, and right margin. You can adjust the margins to change the amount of space around the edges of the page, which can be useful for printing or formatting purposes. To adjust the margins in Excel, follow these steps:

1. Go to the Page Layout tab.
2. Click the Margins button in the Page Setup group.
3. Select one of the predefined margin settings or click the Custom Margins option to set your own margins

#### **2. Set a background for your table created.**

To set a background for a table in Excel, follow these steps:

1. Select the cells of the table you want to add a background to.
2. Go to the Page Layout tab and click the Page Color button in the Page Background group.
3. Select the color you want to use for the background from the dropdown menu.

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

Freeze panes is a feature in Excel that allows you to freeze certain rows or columns in a worksheet, so that they stay visible while you scroll through the rest of the worksheet. This can be useful for keeping a set of rows or columns visible as a reference while working with large datasets. Some examples of when you might use freeze panes include:

- Freezing the top row to keep the column headers visible as you scroll down.
- Freezing the first column to keep the row labels visible as you scroll to the right.
- Freezing both the top row and the first column to keep both the column headers and row labels visible as you scroll through the worksheet

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

The Freeze Panes command has several options for freezing rows, columns, or both:

- Freeze Panes: This option allows you to freeze the rows or columns above or to the left of the selected cell.
- Freeze Top Row: This option freezes the top row of the worksheet.
- Freeze First Column: This option freezes the first column of the worksheet.
- Unfreeze Panes: This option unfreezes all previously frozen rows and columns.

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

There are several sheet options in Excel that allow you to customize the way your worksheets behave and look. Some examples of sheet options include:

- Page Setup: This option allows you to set options for printing the worksheet, such as the page orientation, margins, and scaling.
- Sheet Options: This option allows you to set options for the worksheet itself, such as the default font and cell style, gridline and headings colors, and whether to display formulas or cell errors.
- Protection: This option allows you to set options for protecting the worksheet from accidental changes or unauthorized access, such as allowing or disallowing users to edit certain cells or insert new rows or columns