**Excel Assignment – 9**

**1. What are the different margins options and do we adjust the margins of**

**the excel worksheet?**

**ANS-**By default, the margins are 0.75 inches at the top and bottom, and 0.70 inches to the left and right. On the Page Layout tab, in the Page Setup group, click Margins. Do one of the following: To use predefined margins, click Normal, Wide, or Narrow. Tip: If you previously used a custom margin setting, that setting is available as the Last Custom Setting option.

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

**ANS-The background color of the table is given by the bgcolor="color" attribute. When applied to the <table> tag, the color fills the background. Cell background colors are set by applying the bgcolor attribute to a <tr> tag (to color the row) or to a <td> tag (to color the cell).**

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

**examples.**

**ANS-The Excel Freeze Panes option allows you to lock your columns and/or rows so that when you scroll down or over to view the rest of your sheet, the column and/or row will remain on the screen.**

**Freeze pain**

**Freeze first column**

**Freeze last column**

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

**command?**

**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.**

**5. Explain what the different sheet options present in excel are and what**

**they do?**

**ANS**-(1) General worksheet, (2) Detailed worksheet, (3) Audit worksheet.