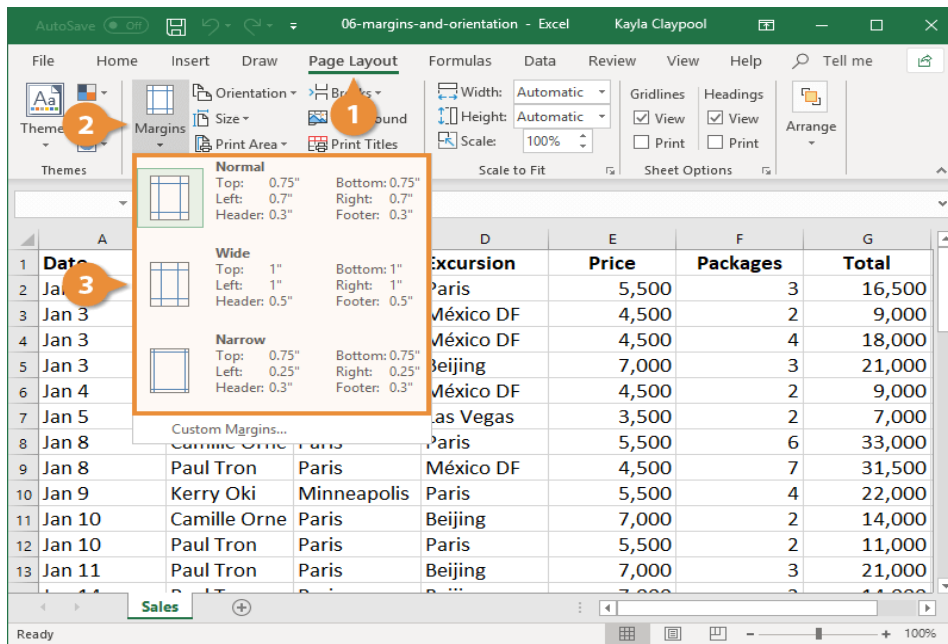


Excel Assignment - 9

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

Ans- Margin options allows us to control space between content and edges. Different margin options are Top Margin, Bottom Margin, Header Margin, Footer Margin, Left margin, right margin,

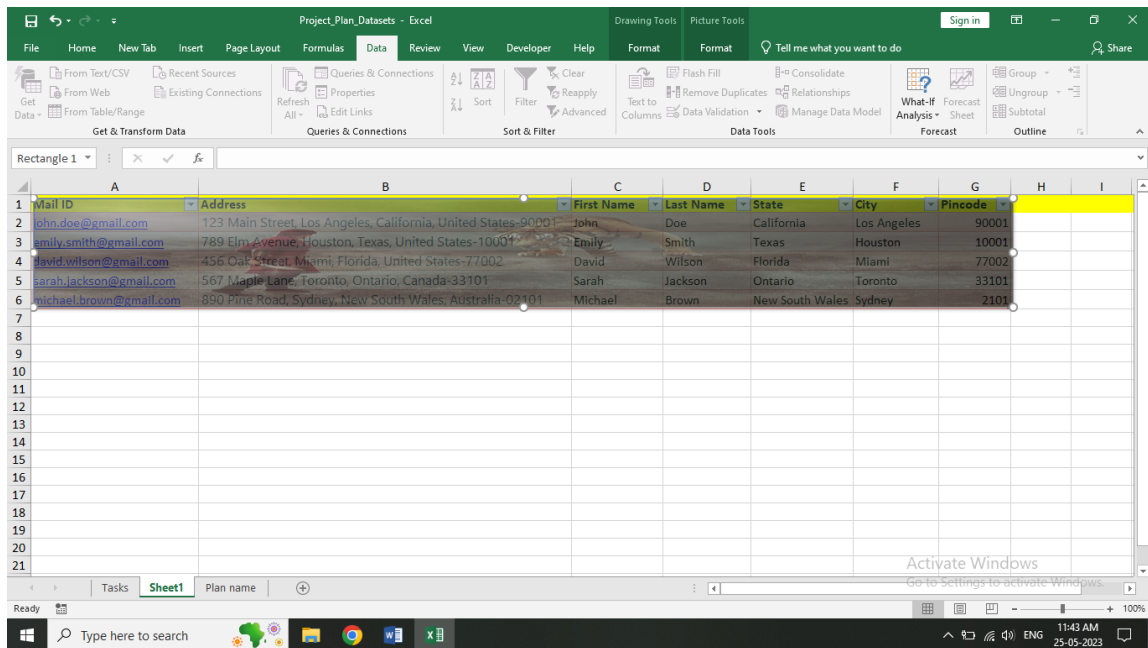


Margin Adjustment Steps

>Page Layout>Margins Button

2. Set a background for your table created.

Ans-



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

Ans- Freeze pane is a feature that allows to lock specific rows or columns in place while scrolling through worksheet. It remains visible on screen while scrolling content.

Steps to apply Freeze Pane

>Select Cells>View Tab>Window Group>Freeze Panes>

Freeze Panes in Excel

The screenshot shows the Excel ribbon with the 'View' tab selected. The 'Freeze Panes' dropdown menu is open, showing three options: 'Freeze Panes', 'Freeze Top Row', and 'Freeze First Column'. Below the ribbon, a worksheet is shown with a table of data. The first row is highlighted in green, and the first column is highlighted in blue. A red box labeled 'Freezed Pane' is drawn around the first row and first column 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 |

Example of Freeze Pane

- a) Keeping headers visible
- b) Fixing rows and column labels
- c) Comparing Data
- d) Data Entry

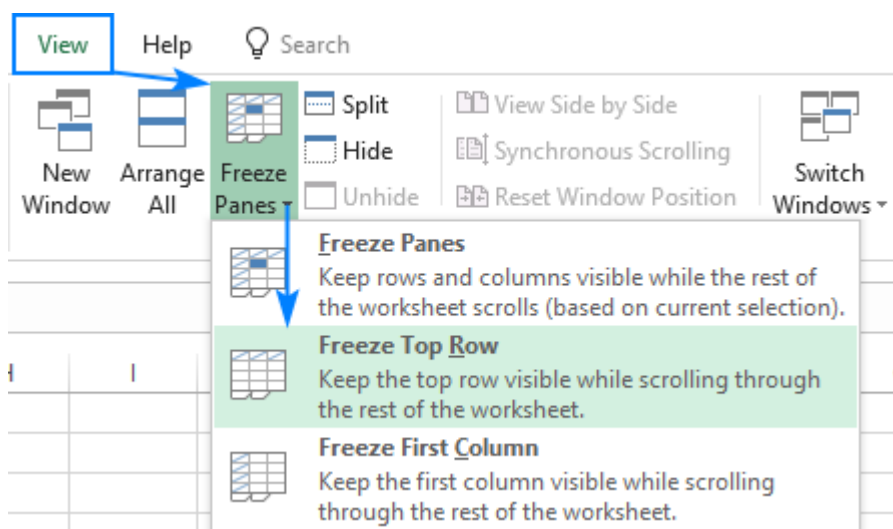
4. What are the different features available within the Freeze Panes command?

Ans- Freeze panes allows to fix certain labels, rows or columns. Different features are

a) Freeze Pane- allows to freeze both rows and columns

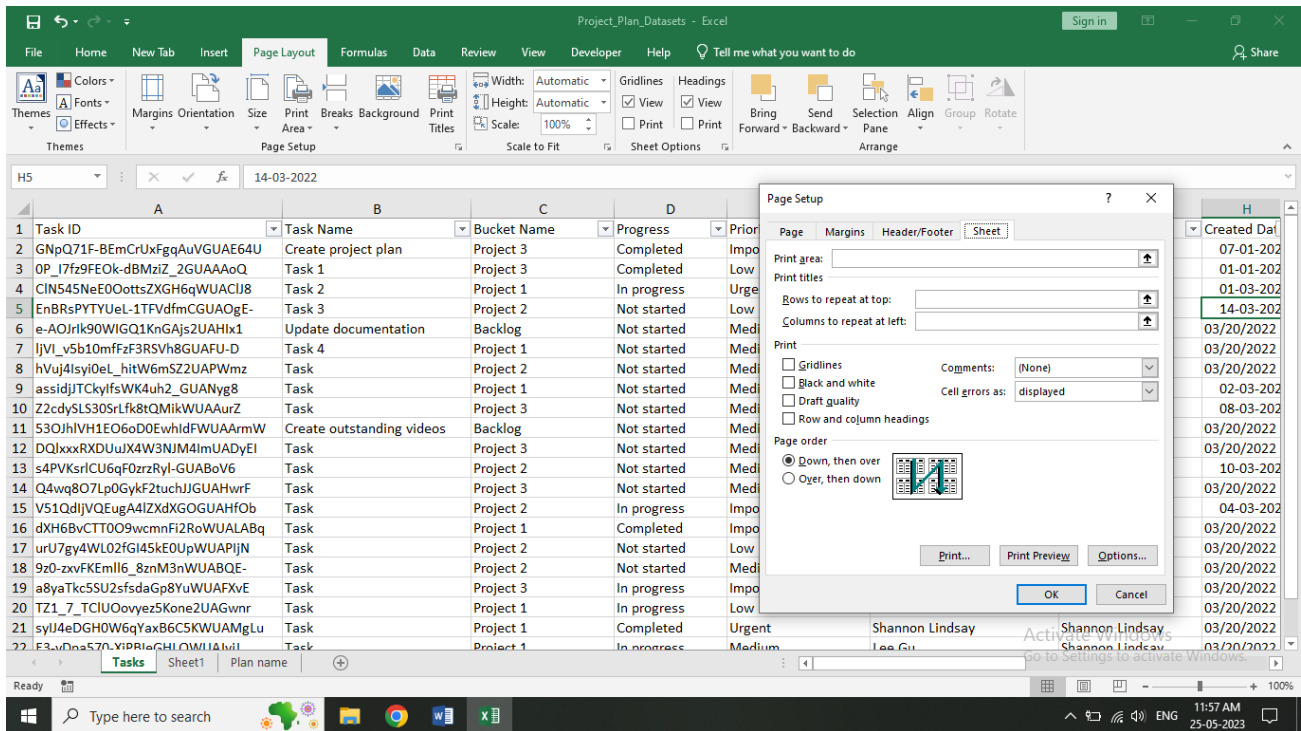
b) Freeze Top Row-freezes top row of a worksheet

c) Freeze First Column-freezes leftmost column of a worksheet



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

Ans- Sheet options contain various settings which can be applied to individual sheets. Numerous options are



a) Sheet tab color- To adjust color in sheet

- b)Rename sheet for purpose of renaming
- c)Hide sheet- to hide contents inside sheet
- d)Unhide sheets
- e)Protect Sheet
- f)Tab Color
- g)Move or copy sheet

