

Excel Assignment - 9

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

Adjusting the left and right margins

2. Set a background for your table created.

Go to insert select pictures, this device, stock image, online picture, selects any one option select one picture click picture once again, showing picture format select transparency 15%, 30%, 50%

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

Freeze option using example max 10 to 20 columns first column region second column place next column job sheet number freeze the place column see the which place which job sheet number we can see by easy

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

Freeze top row, freeze first column

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

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