Assignment 9 excel

Answer 1

The margins option is present in page layout option the options are normal , wide and narrow

Answer 2

Steps

1. Click on the page layout .
2. Click and select the background option
3. Then select the background and click on ok

Answer 3

Steps

1. Select the cell under the column
2. Click on view
3. Select the freezing panes under windows
4. Select the desired freezing panes settings.

Freezing panes is used when we have a large and complex data to act and we need to specify a particular row or column.

Answer 4

Freeze Panes is a feature in Excel that allows you to lock specific rows and columns in place, keeping them visible while scrolling through a large worksheet. It is used to ensure that certain data remains constantly visible, even when navigating through extensive data sets or complex spreadsheets.

Here are a few scenarios where Freeze Panes can be beneficial:

1. Keeping headers or labels visible: When working with tables or datasets, it is common to have headers or labels in the first row or column. By freezing panes, you can lock these headers in place so that they are always visible, even when scrolling through a large dataset. This helps maintain context and facilitates data interpretation.

For example, if you have a sales data table with columns like "Product," "Quantity," and "Revenue," you can freeze the top row to keep the column headers visible as you scroll down through the rows of data.

1. Comparing data across sections: In complex spreadsheets with multiple sections or regions, Freeze Panes can help in comparing data across different areas. By freezing specific rows or columns, you can keep essential information visible while scrolling through other parts of the spreadsheet.

For instance, suppose you have a budget spreadsheet with separate sections for different expense categories. You can freeze the leftmost column to keep the category names visible while scrolling horizontally to view the corresponding expense amounts. This allows for easy comparison and analysis.

1. Working with large datasets: Freeze Panes is particularly useful when dealing with extensive datasets where scrolling can become challenging. By freezing rows and/or columns, you can ensure that important reference points remain fixed while exploring the data.

Answer 5

There are certain sheet options for sheet like

Gridlines – the lines which makes the cell and column which can be removed by gridlines option under view.

Headings – headings a, b, c, d which all can be removed and added by this option

Formula bar- formula bar can be removed aby this option.

Sheet visibility- hide and unhide can be used in this case under view tab to sheet visibility