

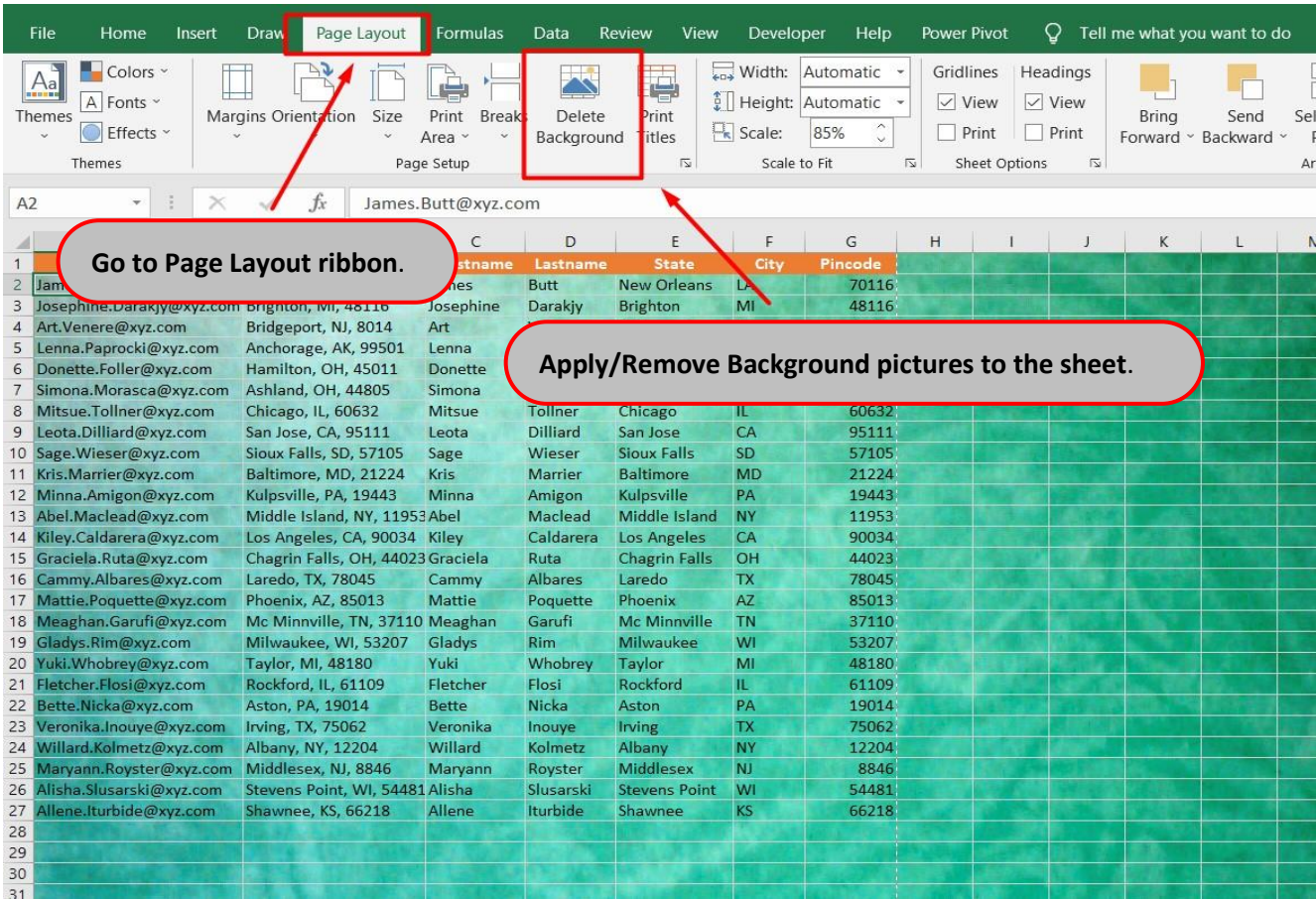
ASSIGNMENT-09

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

Solⁿ. There are three margin options by default i.e., Normal, Wide and Narrow. Apart from this we can adjust margins by setting the value of left, right, top and bottom margins according to requirements under “page setup” option in the “page layout” ribbon or else by going to the “print preview” option, we can also set the same.

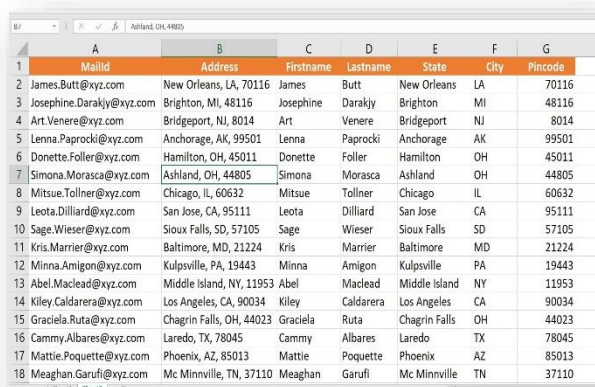
2. Set a background for your table created.

Solⁿ. For adding background we can use “background” option under “page layout” ribbon and choose the images either from device, drive or search online images. This creates an attractive view to the sheet but can’t display in printing option. So, to print the report/sheet with background image we have to insert the picture in header section and format picture in header & footer section and make it washout. This background is printable with the sheets/records.

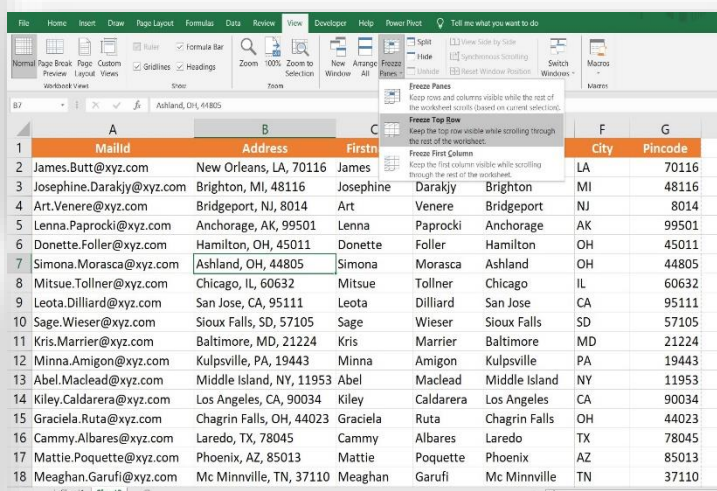


3. What is freeze panes and why do we use freeze panes? Give examples.

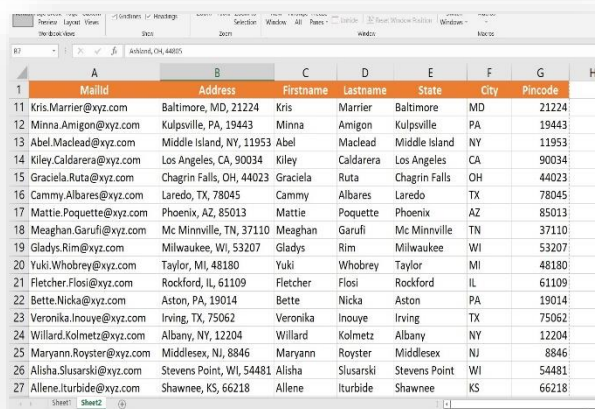
Solⁿ. A sheet in an excel contains a large set of data in which there can be a great number of column containing headers/details that we have to keep our eyes on as we explorer them and there is every chance that we can lose/forget the columns features so to avoid that circumstances we have to fixed the rows/columns to properly get the records and these can be done by activating “freeze panes” option found under “window” ribbon control of the “view” ribbon. For ex.



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

Solⁿ. There are three options in the “Freeze Panes” option i.e., freeze/unfreeze panes, freeze top row and freeze first column. This tool is very effective in extracting records with accuracy.

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

Solⁿ. Mainly three options/views are available in excel for sheets i.e., Normal view, Page Layout view and Page Break Preview.

- Normal view is a default view in excel it is quite clean and easy to work on views in an excel.
- Page Layout View provides the start and end of page with headers/footers options and have visible background if applied in the sheet.
- Page Break Preview facilitates a clear picture of the sheets and what is going to be print in which pages. It gives the page break points, page number and blackout the non-containing/empty cells.

For references: [Click Here](#).