Excel Assignment – 9

1. **What are the different margins option's and do we adjust the margins of the excel worksheet?**
   - On the **Page Layout** tab, in the **Page Setup** group, click **Margins.**
   - To use predefined margins, click **Normal**, **Wide**, or **Narrow**.
   - To specify custom page margins, click **Custom Margins** and then—in the **Top**, **Bottom**, **Left**, and **Right** boxes—enter the margin sizes that you want.

2. **Set a background for your table created.**
   - On the **Home** page, in the **Cells** group, click **Format,** select that last option Format Cells..
   - Dialog box will open, select the **fill** option.

3. **What is freeze panes and why do we use freeze panes? Give examples.**
   - Freeze a portion of the sheet to keep it visible while you scroll through the rest of the sheet.
   - This is useful for checking out data in other parts of your worksheet without losing your headers or labels.
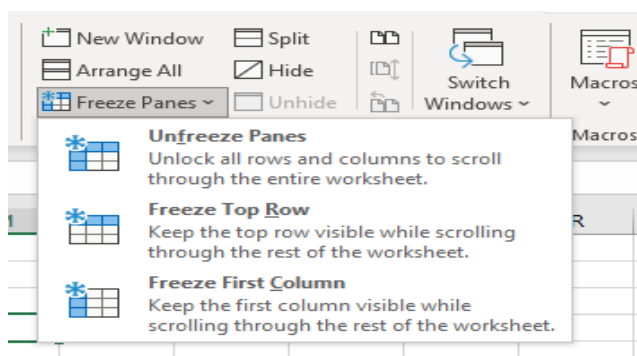
4. **What are the different features available within the Freeze Panes command?**

Freeze Panel has 3 options in drop-down list: -

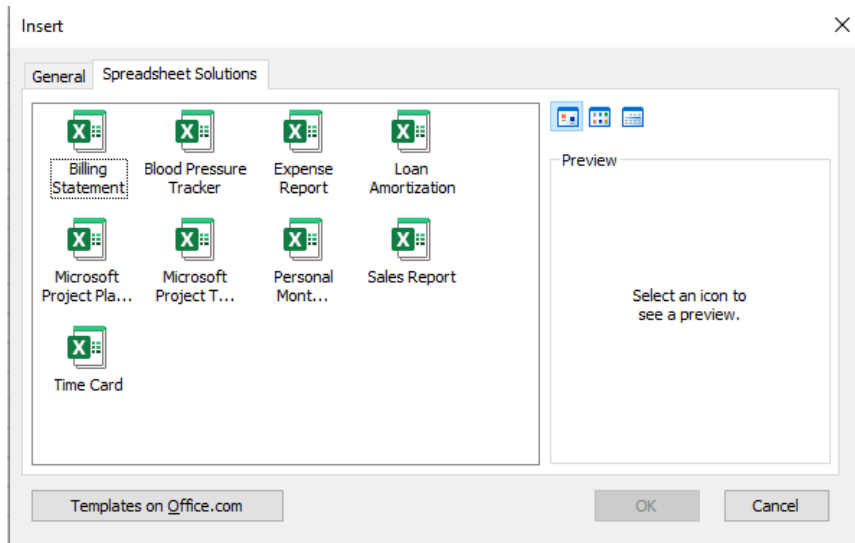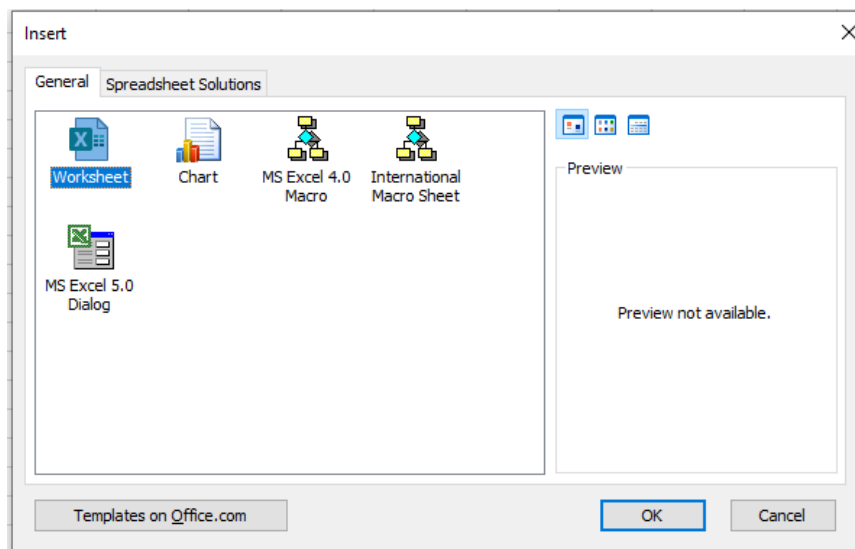   Unfreeze Panes   Freeze Top Row   Freeze First Column.

5. **Explain what the different sheet options present in excel are and what they do?**
   - Right click to **sheet1** left downside select **insert…** one dialog will open

- By default excel given some option, For more option Templates on Office.com.