

Excel Assignment - 9

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

Ans=>There are different margin options in excel.:

- a) **Top Margin.:**
- b) **Right Margin.:**
- c) **Left Margin.:**
- d) **Bottom Margin:**

How to Adjust Margins in Excel.:

1.Page Layout Tab.: goto the page layout tab.

2. Margins options.: In "page setup" group you will find margins button it opens a menu with the preset margin options.:

- a)**normal**
- b)**Wide**
- c)**Narrow**
- d)**Custom**

3.Print Preview.: go to the "file" tab select print click on the margins to choose predefined margin options.

4.Drag and Drop.:

2. Set a background for your table created.

Ans=

- a) Go to the "Home" tab
- b) In the font you will find Fill color button. Select the colour you want to fill.

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

Ans=> The "Freeze Panes" feature allows you to lock rows and/or columns in place so that they remain visible when you scroll through a large dataset. This feature is helpful when you are dealing with large sets of data or lengthy spreadsheets where you want to keep certain headers or labels visible as you navigate through the data.

- a) **Freezing Rows.:** If you freeze rows the rows above the selected row will remain visible while scrolling.
- b) **Freezing Columns.:** If you want to freeze the columns to the left to the selected column will remain visible while scrolling horizontally.

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

Ans=>

- a) **Freeze Panes.:** This option freeze both rows and columns. It locks the selected row and column so that they remain visible while scrolling through the spreadsheet.
- b) **Freeze First Column.:** This freezes only the first column. It keeps the column containing row headers or label visible at the top of the spreadsheet as you scroll down.
- c) **Freeze Top Row.:** This option freezes only the top row. It keeps the row containing column headers or labels visible at the top of the worksheet.

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

Ans=>

- a) **Insert New Sheet.:** allows you to add a new sheet to the workbook.
- b) **Rename Sheet.:** It enables you to rename the sheet.
- c) **Move or Copy Sheet.:** This option allows you to move or copy the sheet to another location.
- d) **Delete Sheet.:** Right click on the sheet from the workbook then “Delete” option deletes the sheet.
- e) **Hide/Unhide Sheet.:** Right Click on the sheet tab and select “Hide” to hide the sheet, then to unhide the sheet right click to any visible sheet choose “Unhide”.