

## **Excel Assignment - 9**

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

Ans: To use predefined margins, click Normal, Wide, or Narrow. Tip: If you previously used a custom margin setting, that setting is available as the Last Custom Setting option. 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.

Ans: The background color of the table is given by the bgcolor="color" attribute. When applied to the <table> tag, the color fills the background. Cell background colors are set by applying the bgcolor attribute to a <tr> tag (to color the row) or to a <td> tag (to color the cell).

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

Ans: When you freeze panes, Excel keeps specific rows or columns visible when you scroll in the worksheet. For example, if the first row in your spreadsheet contains labels, you might freeze that row to make sure that the column labels remain visible as you scroll down in your spreadsheet

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

Ans: If you apply the Freeze Pane option of Excel freeze pane feature, it can freeze the row and column simultaneously at the same time.

- Freeze pane. ...
- Freeze Top row. ...

- Freeze First column

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

Ans: All of Microsoft Excel's settings are accessible in the one dialog box, Excel Options. You can access this dialog box by clicking on the File tab and clicking on Options.