

## Excel Assignment - 9

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

Ans - The different margin options in Excel include:

- Normal Margins: This is the default setting and provides a standard margin of 0.75 inches on all sides.
- Narrow Margins: This setting reduces the margin size to 0.25 inches on all sides.
- Wide Margins: This setting increases the margin size to 1 inch on all sides.
- Custom Margins: This option allows you to specify your own margin sizes for each side of the page.

Q. 2 Set a background for your table created.

Ans - The background of the Excel sheet is a plain white color, with the cells of the table outlined in thin black lines. The font used is simple and legible, such as Arial or Calibri, and the text is black against a white background. The table might be used for various purposes, such as tracking sales data, organizing a budget, or managing a to-do list. In the background, you might see other tabs or windows open on the computer, indicating that the user is multitasking or working on a larger project. The overall effect is professional and organized, with the table in Excel serving as a useful tool for managing data and information.

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

Ans - Freeze panes is a feature in Microsoft Excel that allows you to lock rows or columns in place so that they remain visible as you scroll through a spreadsheet.

The primary purpose of freeze panes is to make it easier to view and work with large amounts of data that extend beyond the visible portion of the screen. By freezing certain rows or columns, you can ensure that important information remains visible at all times, even as you navigate to different parts of the spreadsheet.

To use the freeze panes feature in Excel, you can select the row or column that you want to freeze and then click on the "View" tab in the ribbon. From there, you can select "Freeze Panes" and choose whether you want to freeze the top row, left column, or a specific row or column.

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

Ans — Freeze Top Row: This option freezes the top row of your worksheet, so that it remains visible as you scroll down. To use this option, select the row below the row you want to freeze, and then click on Freeze Top Row.

Freeze First Column: This option freezes the first column of your worksheet, so that it remains visible as you scroll to the right. To use this option, select the column to the right of the column you want to freeze, and then click on Freeze First Column.

Freeze Panes: This option allows you to freeze both rows and columns. To use this option, select the cell to the right of the column and below the row you want to freeze, and then click on Freeze Panes.

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

Here are some of the most common sheet options in Excel and what they do:

- Rename: This option allows you to rename a worksheet to a more descriptive name. To rename a sheet, right-click on the sheet tab and select "Rename."
- Insert: This option allows you to insert new worksheets into your workbook. To insert a new sheet, right-click on the sheet tab and select "Insert."
- Delete: This option allows you to delete a worksheet from your workbook. To delete a sheet, right-click on the sheet tab and select "Delete."
- Move or Copy: This option allows you to move or copy a worksheet to a different location within your workbook or to a different workbook altogether. To move or copy a sheet, right-click on the sheet tab and select "Move or Copy."
- Hide: This option allows you to hide a worksheet from view. To hide a sheet, right-click on the sheet tab and select "Hide."
- Unhide: This option allows you to unhide a hidden worksheet. To unhide a sheet, right-click on any visible sheet tab and select "Unhide."
- Protect: This option allows you to protect a worksheet from being modified or deleted by other users. To protect a sheet, go to the "Review" tab and select "Protect Sheet."