**Excel Assignment - 9**

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

We have the below Margin options in excel.

1. **Normal**
2. **Wide**
3. **Narrow**
4. **Custom**

To adjust the margins of the excel worksheet, we follow the below steps

Go to *Page Layout* tab > *Page Setup* Group > Margin command > Select the margin you want for your page and you can also give a custom margin by going to Page Setup window

**2. Set a background for your table created.**

Follow the below two steps to set a background for your table in excel.

1. Click on the **Page Layout tab** on the ribbon. Click on the **Background** next to the Breaks option in the **Page Setup** section.
2. A small **Sheet Background dialog box** will appear on the spreadsheet. **Browse the Background image** that you want to set and click on the **Insert** button at the bottom of the dialog box.

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

**examples.**

The Excel Freeze Panes option allows you to lock your columns and/or rows so that when you scroll down or over to view the rest of your sheet, the column and/or row will remain on the screen.

Go to the View tab of a worksheet to select Freeze Panes, which locks specific rows and columns in place when you scroll to another area, or Split Panes, which creates separate windows of the same spreadsheet

Example: Freezing top row of a table, as it disappear when we scroll down

1. In the windows group, go to the View tab, and click Freeze Panes.
2. Click Freeze Top Row.

**4. What are the different features available within the Freeze Panes**

**command?**

There are 3 features available within the Freeze Panes command

1. Freeze Panes
2. Freeze Top Row
3. Freeze Top Column

**5. Explain what the different sheet options present in excel area and what**

**they do?**

MS Excel provides various sheet options for printing purpose like generally cell gridlines aren’t printed. If you want your printout to include the gridlines, Choose **Page Layout » Sheet Options group » Gridlines » Check Print**.

## Options in Sheet Options Dialogue

* **Print Area** − You can set the print area with this option.
* **Print Titles** − You can set titles to appear at the top for rows and at the left for columns.
* **Print** −
  + **Gridlines** − Gridlines to appear while printing worksheet.
  + **Black & White** − Select this check box to have your color printer print the chart in black and white.
  + **Draft quality** − Select this check box to print the chart using your printer’s draft-quality setting.
  + **Rows & Column Heading** − Select this check box to have rows and column heading to print.
* **Page Order** −
  + **Down, then Over** − It prints the down pages first and then the right pages.
  + **Over, then Down** − It prints right pages first and then comes to print the down pages.