Excel Assignment – 9

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

the excel worksheet?

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.

Click the worksheet that you want to display with a sheet background. Make sure that only one worksheet is selected. **On the Page Layout tab, in the Page Setup group, click Background**. Select the picture that you want to use for the sheet background, and then click Insert.

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

examples.

**To keep an area of a worksheet visible while you scroll to another area of the worksheet**, go to the View tab, where you can Freeze Panes to lock specific rows and columns in place, or you can Split panes to create separate windows of the same worksheet.

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

command?

Once the worksheet is frozen using the freeze pane feature, **you cannot unfreeze the worksheet by undoing the action**. You have to unfreeze it manually. If you freeze the top row, only the first row of the sheet will be frozen. You cannot freeze the column at the same time.

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

they do?

...  
**We can adjust preferences from sheet options to include the gridlines to print and manage other sheet options.**

* Print Area: We can select the print area using this option. ...
* Print Titles: ...
* Print: ...
* Page Order