Excel Assignment - 9

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.

1. Set a background for your table created.



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

Ans: 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.

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

Ans: They can freeze panes to freeze the single or multiple rows/columns. Rows and Columns keep visible when they are frozen.

Freeze pane.

Freeze Top row.

Freeze First column.

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

Ans: Since an Excel sheet is one of the core elements of the workbook, there are multiple core options to perform from the Sheet Options. We can access various sheet options by using the following ways:

Ribbon Sheet Options

Excel has all the basic and advanced options present on its ribbon. Likewise, some quick sheet options are also present on the Excel ribbon and can be accessed by going to Page Layout > Sheet Options. It mainly has four toggle options: two for Gridlines and two for Headings, and they can be turned on and off by selecting and deselecting the checkboxes.

Right-click Sheet Options

In Excel, the right-click with mouse button usually displays the context menu for the selected element. When we press the right-click on any Sheet tabs, Excel displays a list of options relevant to Excel sheets. The list includes various sheet options. However, this list is usually called the 'worksheet menu