

# Advance Excel Assignment 9

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

**Ans:-** There are Four types of margin (Excluding Header and Footer) options we have. Basically Margins are the empty space

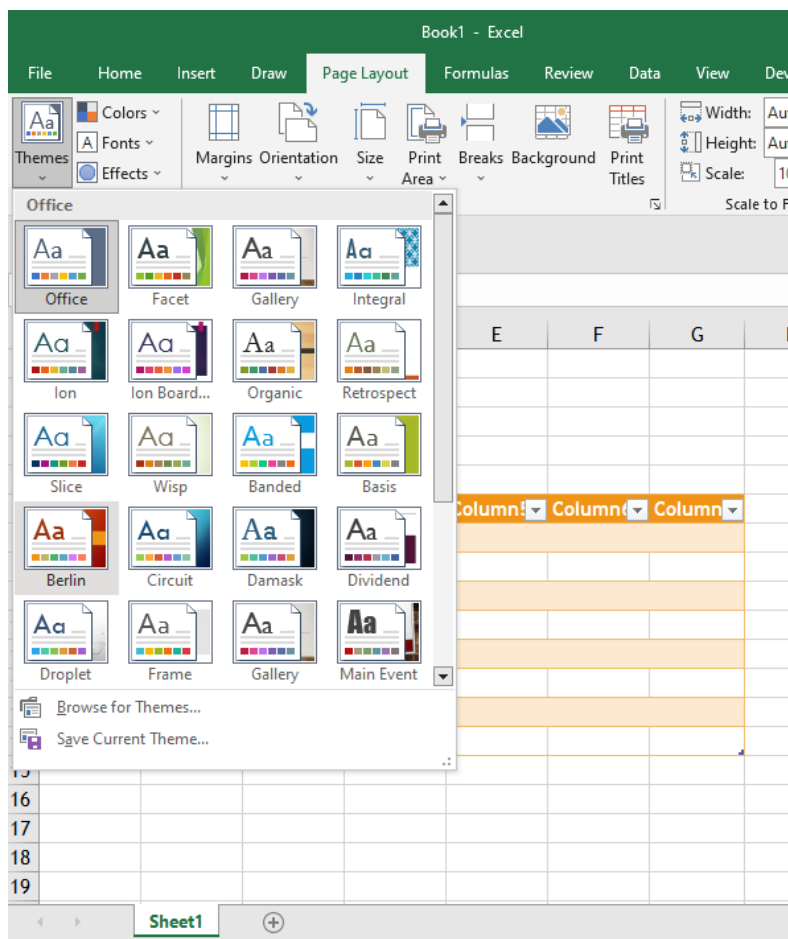
between the worksheet data and the left, right, top, and bottom edges of the printed page. And we can manually adjust them to add more or less space around your worksheet data.

Yes, We can adjust the margins of the excel worksheet.

2. Set a background for your table created.

**Ans:-** We can change the different theme of the table created.

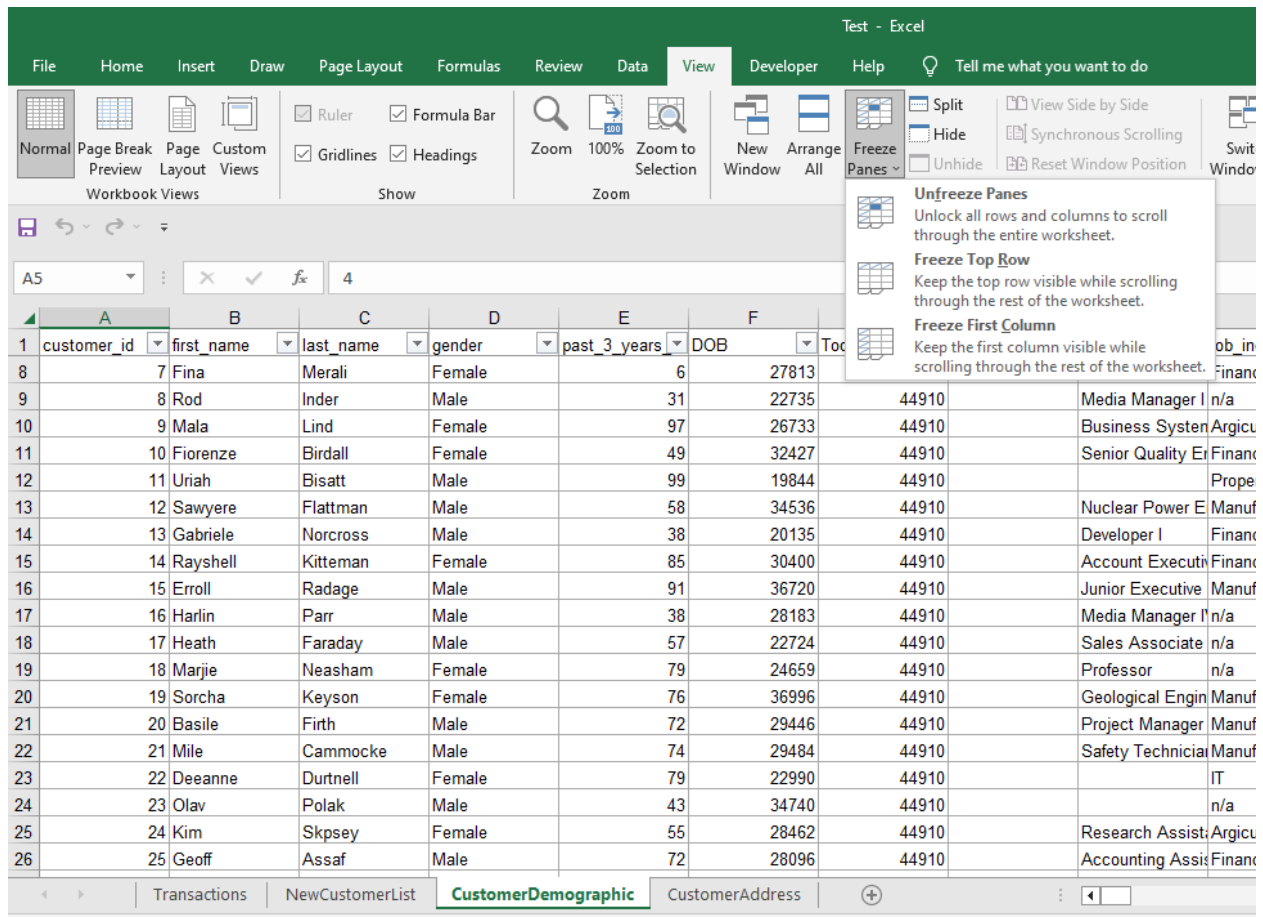
Column1	Column2	Column3	Column4	Column5	Column6	Column7



### 3. What are freeze panes and why do we use freeze panes? Give Examples.

**Ans:-** When we want to keep the cell of any worksheet visible while scrolling to another area of the worksheet, then freeze panes is used. In simple word freeze panes is used to lock the specific row or column.

**Example:-**



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

**Ans:-** The Following Options Available in freeze panes.



#### **Freeze Panes**

Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).



#### **Freeze Top Row**

Keep the top row visible while scrolling through the rest of the worksheet.

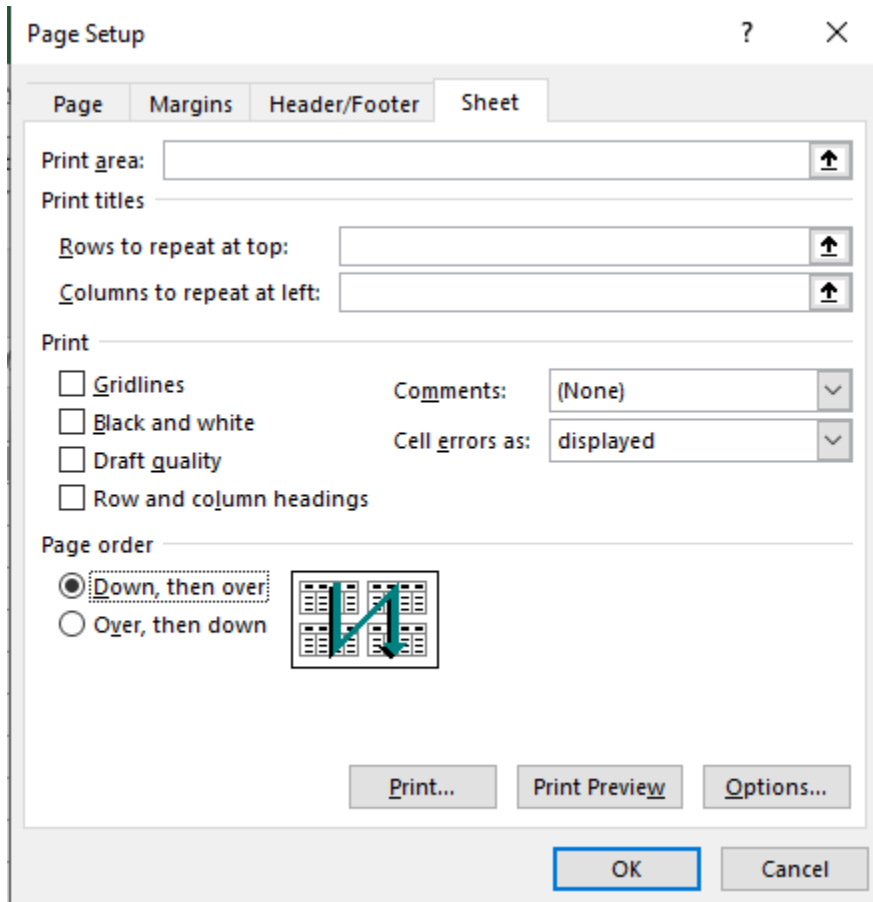


#### **Freeze First Column**

Keep the first column visible while scrolling through the rest of the worksheet.

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

Ans:-



**Print Area:** We can select the print area using this option. We can drag and select the area or range of cells by using the mouse.

**Print Titles:**

**Rows to repeat at top:** This option helps us select the title to display at the top for corresponding rows.

**Columns to repeat at left:** This option helps us select the title to display on the left side for columns.

**Print:**

**Gridlines:** This option can be enabled or disabled by selecting/ deselecting the checkbox. It helps us decide whether to show gridlines or not on printed Excel documents.

**Black & White:** Like the gridlines, we can select this checkbox to print the current Excel document in black and white color, even if we have the color printer attached.

**Draft Quality:** Selecting the checkbox associated with the draft quality allows us to print the Excel document using the printer's draft-quality settings.

**Rows & Column Heading:** We can select this option to display rows and columns headings to the printed Excel documents.

**Page Order:**

**Down, then Over:** This option allows users to print the down page first and then the right pages.

**Over, then Down:** This option allows users to print the right pages first and then the down pages.

**Print:** Clicking on this option gives a command to the device to print the current Excel document using the default printer.

**Print Preview:** This option displays the preview of the Excel document that will be printed on paper.

**Options:** This option allows users to choose layout type (portrait or landscape) and paper mode (A4, A5, etc.) for the Excel document to be printed.