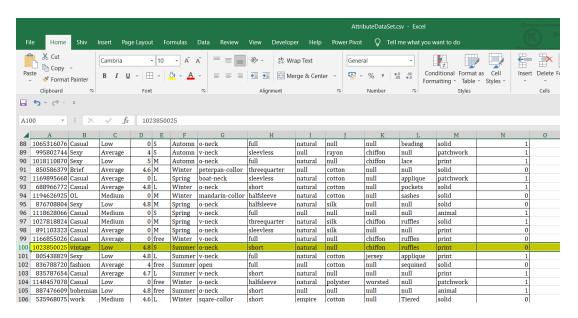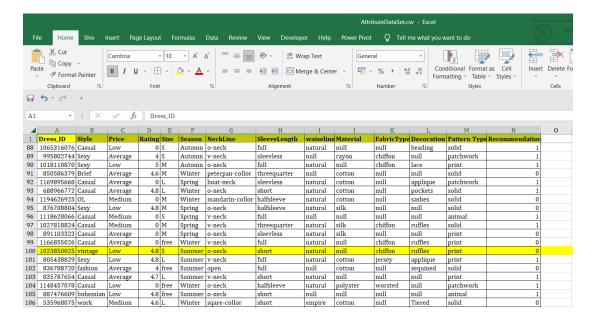# Advance Excel Assignment 9

1. What are the different margins options and do we adjust the margins of the excel worksheet?
   Ans: There 3 margin option in excel workbook-Normal, Wide and Narrow
   When we want to print the contents of an Excel document on a full page, covering the maximum space on the page, we should use Narrow margins. Alternatively, we can use custom margins and reduce the margins to our liking and achieve the maximum possible number of rows and columns on a printed page. 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.
   Ans: 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.
   Ans: Freeze Pane used to keep an area of a worksheet visible or to freeze the required area of worksheet when you scroll to another area of worksheet.

   Please refer below images

As per above 2 images; in 1st Image you can see freeze pane not applied and when you scroll down to row no 100 you will not able to see the column headers and after using freeze pane

In 2nd image, Top row is freeze, so when you scroll down to row number 100 then you are able to see the column headers. i.e., after using freeze pane 1st row (Top Row), you are able to see the same even if you scroll down to last row of the worksheet

4. What are the different features available within the Freeze Panes command?
   Ans: Different features available within the Freeze Panes command as below
   a. Freeze Panes: It freezes the rows as well as the columns
   b. Freeze Top Row: It freezes first row of worksheet
   c. Freeze First Column: It freezes first column of worksheet

5. Explain what the different sheet options present in excel are and what they do?
   Ans: Options in Sheet Options Dialogue are
   • 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.