

**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.

1. 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.

1. On the Page Layout tab, in the Page Setup group, click Background.
2. 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.

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

* :- Insert or delete rows, and columns. ...
* Select cell contents in Excel. ...
* Freeze panes to lock rows and columns. ...
* Hide or show rows or columns. ...
* Filter for unique values or remove duplicate values. ...
* Split text into different columns with the Convert Text to Columns Wizard.



5.

Explain what the di

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erent sheet options present in excel are and what

they do?

1. :- Ribbon Sheet Options.
2. Right-click Sheet Options.