



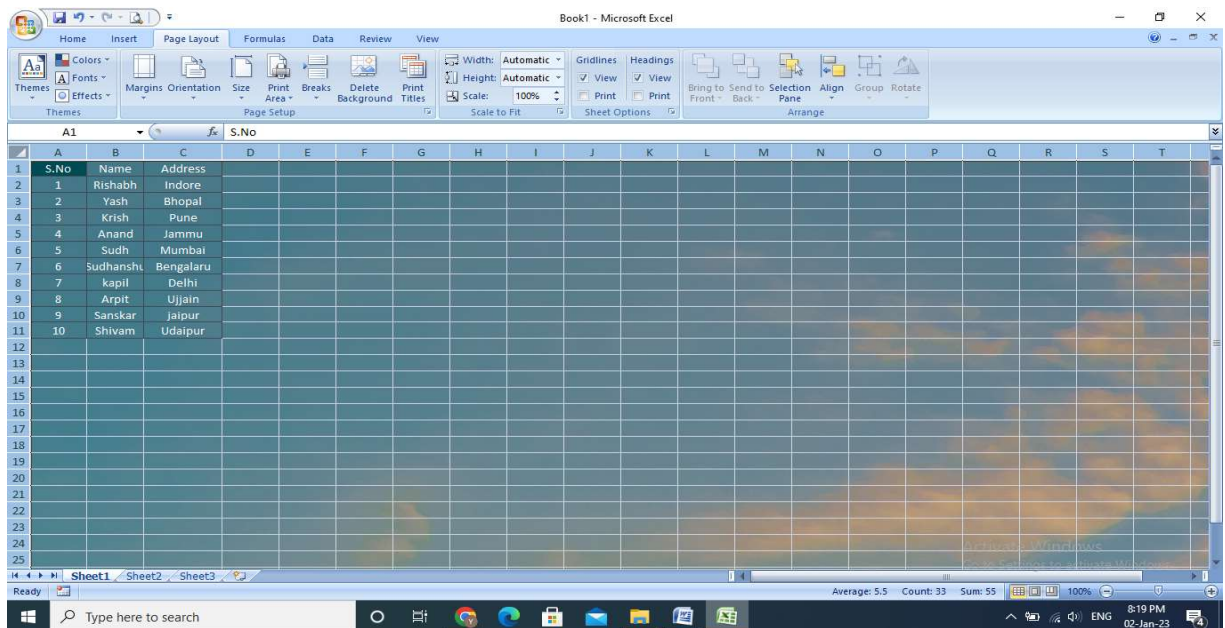
## Excel Assignment – 9

### 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. 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.

**Example** - we want to freeze rows 1 and 2, so we'll select row 3. On the view tab, select the freeze panes command, then choose freeze panes from the drop-down menu. the rows will be frozen in place, as indicated by the gray line.

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

If you apply the Freeze Pane option of Excel freeze pane feature, it can freeze the row and column simultaneously at the same time.

- Freeze pane.
- Freeze Top row.
- Freeze First column.

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

Different options available in an excel are as follows

**1. Ribbon Sheet Options**

**2 .Right-click Sheet Options**

**Ribbon Sheet Options**

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.

