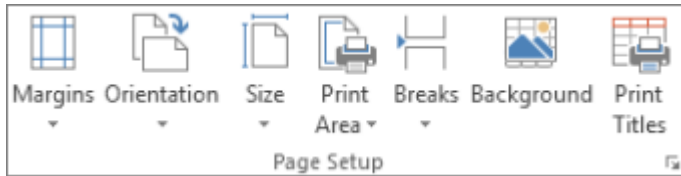


1. What are the different margins options and do we adjust the margins of the excel worksheet?

To use predefined margins, click Normal, Wide, or Narrow. ...

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.



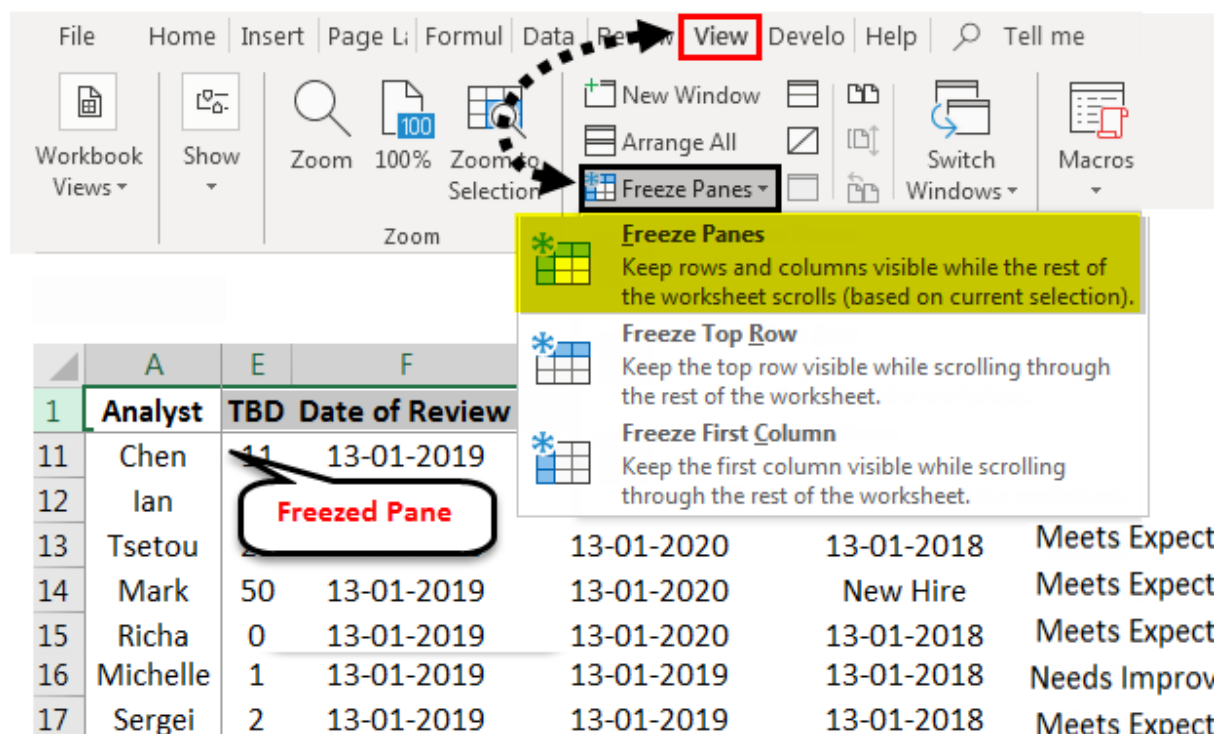
2. Set a background for your table created.

The background color of the table is given by the bgcolor="color" attribute. When applied to the <table> tag, the color fills the background. Cell background colors are set by applying the bgcolor attribute to a <tr> tag (to color the row) or to a <td> tag (to color the cell).

3. What is freeze panes and why do we use freeze panes?
Give examples.

When you freeze panes, Excel keeps specific rows or columns visible when you scroll in the worksheet. For example, if the first row in your spreadsheet contains labels, you might freeze that row to make sure that the column labels remain visible as you scroll down in your spreadsheet.

Freeze Panes in Excel



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.

	A	E	F			
1	Analyst	TBD	Date of Review			
11	Chen	11	13-01-2019			
12	Ian					
13	Tsetou	2	13-01-2020	13-01-2018	Meets Expect	
14	Mark	50	13-01-2019	13-01-2020	New Hire	Meets Expect
15	Richa	0	13-01-2019	13-01-2020	13-01-2018	Meets Expect
16	Michelle	1	13-01-2019	13-01-2019	13-01-2018	Needs Improv
17	Sergei	2	13-01-2019	13-01-2019	13-01-2018	Meets Expect

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?

Sheet Options in Dialogue Box under Page Setup

- Print Area: We can select the print area using this option. ...
- Print Titles
- Print
- Page Order
- Print: Clicking on this option gives a command to the device to print the current Excel document using the default printer.

