

Excel Assignment 9

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

Ans 1 - We can adjust the margins of excel worksheet
In page layout tab we have a margins option and then select custom margins we can Use the arrows to increase or decrease the margin sizes, or can enter the desired size in the appropriate box.

Que 2 - Set a background for your table created.

Ans 2 – To change the background of table, click Page Layout > Themes, and pick the one you want.

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

Ans 3 – Excel has a freeze pane feature to freeze the part of the Excel worksheet. It is used to freeze the row and column. When the Excel worksheet is large, freeze pane is a useful option to freeze the part of the worksheet and make the other part scrollable. Rows and Columns keep visible when they are frozen.

Que 4 - What are the different features available within the Freeze Panes command?

Ans 4 – Excel enables three methods to freeze the pane.

1. Freeze Pane – keeps rows and columns visible while the rest of the worksheet scrolls.
2. Freeze Top Row – keep the top row visible while scrolling through the rest of the worksheet.
3. Freeze First Column – keeps the first column visible while scrolling through the rest of the worksheet.

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

Ans 5 – In excel we have different sheet options-

A) Ribbon Sheet Options – in excel ribbon go to page layout > sheet options mainly have for toggle options: two for gridlines and two for headings

In gridlines: view option allows user to show or hide gridlines within the active worksheet and Print option allows user to show or hide gridlines on a excel document that will be printed

In headings : view option allows user to show/hide headings within the active worksheet and print allows user to show/hide headings on an excel document, which is to do printed on paper.

B) Right click sheet options:

Insert – add new sheet

Delete - it will delete the selected sheet

Rename – with this option we can rename of the desired sheet.

Move or copy - When we need to duplicate the data from one sheet to another in Excel, we can use the Move and Copy option from the right-click sheet options list.

Protect Sheet – we can protect the sheet with a password.

hide - unhide – we can hide or unhide the sheets
Etc options are there