Excel assignment -9

① what are the differend marging options and do we adjust the margins of the excel worksheet?

To use predefined margins, click normal ,wide or narrow. To 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.

② what is the freeze panes and why do we use freeze panes? Give example.

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

③ what are the different features available within the freeze panes Command?

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.

④ Explain what the different Sheet options present in excel are and what they do?

The print area, print titles, print page order, worksheet, chart, Bamboo, polyester, linen, silk, microfiber, satin.