Excel Assignment 9

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

Margin options:

* Normal
* Narrow
* Moderate
* Wide
* Mirrored
* Office 2003 default
* Custom

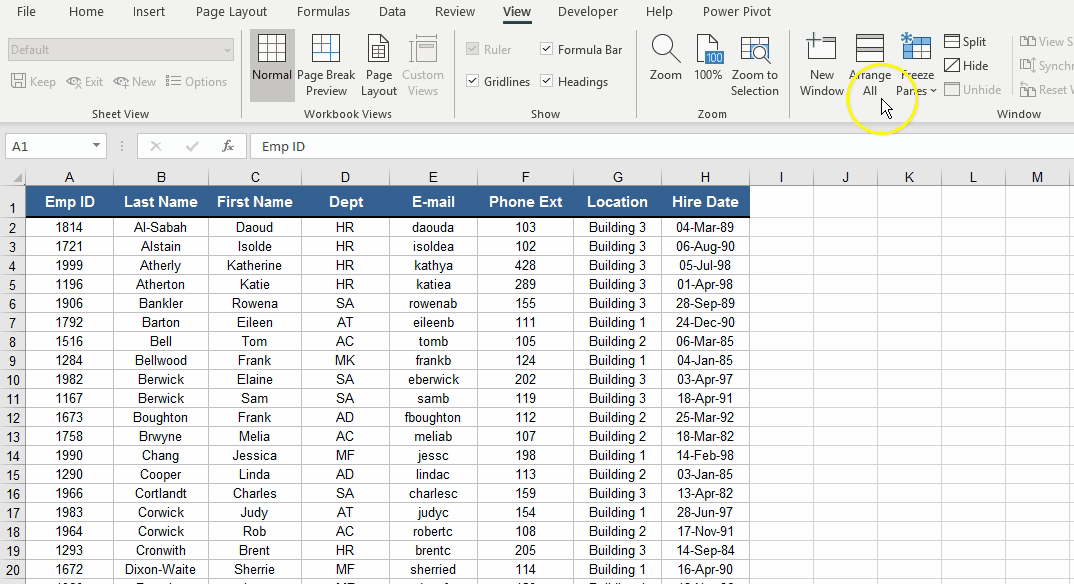
We require margin if we are going to print our spreadsheets

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. 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.

1. 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?

What are the three options under freeze panes?

It shows three options in the Freeze Panes drop-down:

Freeze Panes: It freezes the rows as well as the columns.

Freeze Top Row: It freezes all the rows above the active cell.

Freeze First Column: It freezes all the columns to the left of the active cell.

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

Since an Excel sheet is one of the core elements of the workbook, there are multiple core options to perform from the Sheet Options. We can access various sheet options by using the following ways:

* Ribbon Sheet Options
* Right-click Sheet Options

What each option does: https://www.javatpoint.com/sheet-options-in-excel