

**Excel Assignment - 9**

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

2. Set a background for your table created.

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

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

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

ANSWER

1. Excel Margins Options:

In Microsoft Excel, you can adjust the margins when printing a worksheet. The different margin options include:

- Top Margin: The space at the top of the printed page.

- Bottom Margin: The space at the bottom of the printed page.

- Left Margin: The space on the left side of the printed page.

- Right Margin: The space on the right side of the printed page.

- Header Margin: The space between the top of the page and the header section.

- Footer Margin: The space between the bottom of the page and the footer section.

You can adjust these margins to control the layout and appearance of your printed worksheet by going to the Page Layout tab and selecting "Margins."

2. Setting a Background for a Table:

You can set a background color or image for a table or a specific range of cells in Excel by doing the following:

- Select the cells or table for which you want to set a background.

- Go to the Home tab and click on the "Fill Color" option to choose a background color. You can also insert an image in the background by using the "Picture" option.

3. Freeze Panes in Excel:

Freeze Panes is a feature in Excel that allows you to lock rows or columns in a worksheet so that they remain visible while you scroll through the rest of the worksheet. This is particularly useful when dealing with large datasets or tables. You can use Freeze Panes to keep certain rows or columns, such as headers, visible at all times. For example, if you have a large dataset, you can freeze the top row to keep the column headers visible as you scroll down.

4. Different Features Available Within the Freeze Panes Command:

Within the Freeze Panes command in Excel, you have the following options:

- Freeze Panes: This option allows you to freeze the selected row or column. To do this, you need to select the row below which you want to freeze or the column to the right of which you want to freeze.

- Freeze Top Row: This option automatically freezes the top row of your worksheet, keeping it visible as you scroll.

- Freeze First Column: This option automatically freezes the leftmost column, making it visible as you scroll horizontally.

5. Different Sheet Options in Excel:

In Excel, you can access various sheet-related options by right-clicking on the sheet tab at the bottom of the Excel window. These options include:

- New Sheet: Allows you to insert a new worksheet in the workbook.

- Delete: Deletes the selected worksheet.

- Rename: Lets you change the name of the sheet.

- Move or Copy: Enables you to move the sheet to a different location within the workbook or copy it to another workbook.

- Protect Sheet: Allows you to set password protection and restrictions on the sheet.

- Tab Color: You can change the color of the sheet tab for better organization.

- Hide: Hides the selected sheet, making it invisible in the workbook.

- Unhide: Reveals any hidden sheets within the workbook.

These options provide control and flexibility when working with multiple sheets within an Excel workbook.