

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

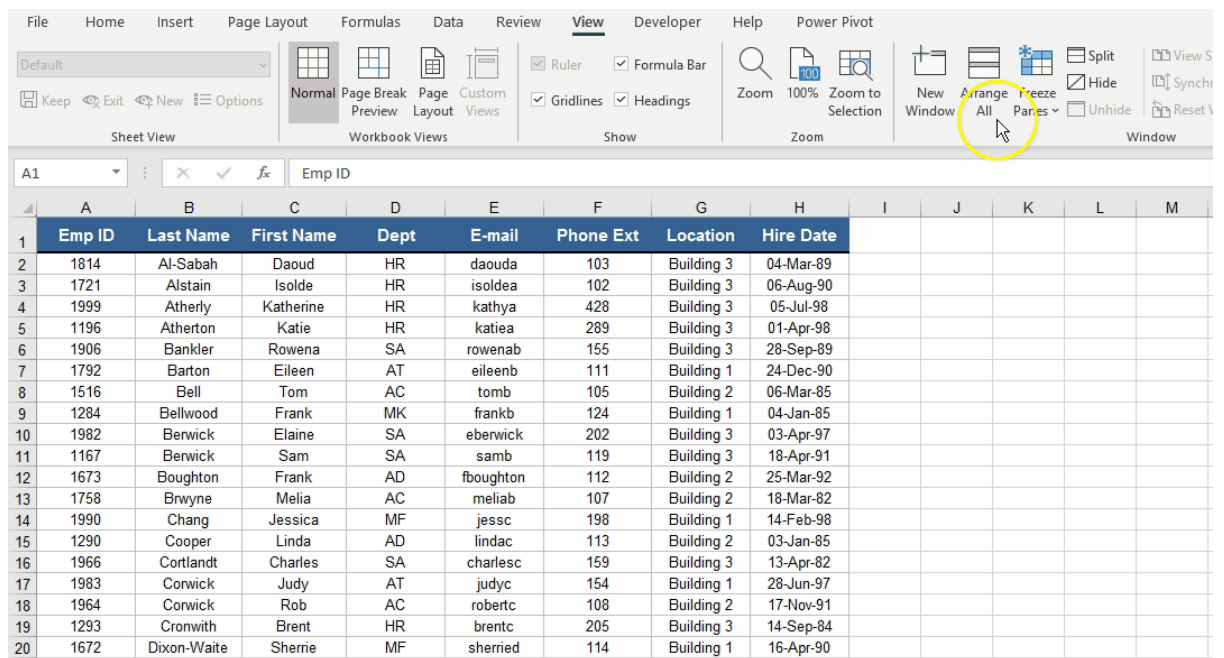
We require margin if we are going to print our spreadsheets

2. 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.

3. 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.



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Emp ID	Last Name	First Name	Dept	E-mail	Phone Ext	Location	Hire Date					
2	1814	Al-Sabah	Daoud	HR	daouda	103	Building 3	04-Mar-89					
3	1721	Alstain	Isolde	HR	isoldea	102	Building 3	06-Aug-90					
4	1999	Atherly	Katherine	HR	kathya	428	Building 3	05-Jul-98					
5	1196	Atherton	Katie	HR	katiea	289	Building 3	01-Apr-98					
6	1906	Bankler	Rowena	SA	rowenab	155	Building 3	28-Sep-89					
7	1792	Barton	Eileen	AT	eileenb	111	Building 1	24-Dec-90					
8	1516	Bell	Tom	AC	tomb	105	Building 2	06-Mar-85					
9	1284	Bellwood	Frank	MK	frankb	124	Building 1	04-Jan-85					
10	1982	Berwick	Elaine	SA	eberwick	202	Building 3	03-Apr-97					
11	1167	Berwick	Sam	SA	samb	119	Building 3	18-Apr-91					
12	1673	Boughton	Frank	AD	fboughton	112	Building 2	25-Mar-92					
13	1758	Brwyne	Melia	AC	meliab	107	Building 2	18-Mar-82					
14	1990	Chang	Jessica	MF	jessc	198	Building 1	14-Feb-98					
15	1290	Cooper	Linda	AD	lindac	113	Building 2	03-Jan-85					
16	1966	Cortlandt	Charles	SA	charlesc	159	Building 3	13-Apr-82					
17	1983	Corwick	Judy	AT	judyc	154	Building 1	28-Jun-97					
18	1964	Corwick	Rob	AC	robertc	108	Building 2	17-Nov-91					
19	1293	Cronwith	Brent	HR	brentc	205	Building 3	14-Sep-84					
20	1672	Dixon-Waite	Sherrie	MF	sherried	114	Building 1	16-Apr-90					

4. 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.

5. 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>