Excel Assignment - 9

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

the excel worksheet?

Answer.

There are **four** margins you can specify: top, bottom, left, and right. Each margin refers to the distance from the edge of the paper to where the information in your worksheet can be printed

Yes we do adjust the margin of the excel spreadsheet to view the rows and columns more accurately and perfectly.

2. Set a background for your table created.

Answer.

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| --- | --- | --- | --- | --- |
| **Column1** | **Column2** | **Column4** | **Column5** | **Column5** |
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3. What is freeze panes and why do we use freeze panes? Give examples.

Answer.

To keep an area of a worksheet visible while you scroll to another area of the worksheet is called freeze pane, we use Freeze Panes to lock specific rows and columns in place so that it is always displayed as you navigate around a workbook.

For example, if the first row in your spreadsheet contains labels, you might freeze that row to make sure that the column labels remain visible as you scroll down in your spreadsheet.

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

Ans.

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?

Ans.

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

Ribbon sheet options contains seven tabs: Home, Insert, Page Layout, Formulas, Data, Review, and View. Each tab has its specific groups of related commands.

Right click sheet options:

In Excel, the right-click with mouse button usually displays the context menu for the selected element. When we press the right-click on any Sheet tabs, Excel displays a list of options relevant to Excel sheets. The list includes various sheet options. However, this list is usually called the 'worksheet menu'.