**Excel Assignment – 9**

**QUESTONS**

**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**

**ANSWERS**

1. **In Excel, you can adjust the margins of the worksheet by going to the "Page Layout" tab and selecting "Margins." There are different margin options available, such as Normal, Wide, Narrow, and Custom Margins. These options determine the amount of blank space around the edges of the worksheet when you print it.**
2. **To set a background for your table in Excel, select the cells you want to apply the background to and go to the "Home" tab. Click on "Fill Color" and select the desired color from the dropdown. You can also select "Fill Effects" to apply a gradient or patterned background.**
3. **Freeze Panes is a feature in Excel that allows you to freeze rows or columns so that they remain visible when you scroll through a large worksheet. This is useful when you have a lot of data in your worksheet and you want to keep important information in view. For example, you can freeze the top row of a worksheet that contains column headings so that they remain visible as you scroll down.**
4. **The different features available within the Freeze Panes command include Freeze Top Row, Freeze First Column, and Freeze Panes. Freeze Top Row freezes the top row of the worksheet, Freeze First Column freezes the first column of the worksheet, and Freeze Panes freezes both rows and columns based on the active cell.**
5. **Excel provides different sheet options, such as Insert, Delete, Rename, Move, Copy, and Hide. Insert allows you to insert a new worksheet, Delete allows you to delete a worksheet, Rename allows you to rename a worksheet, Move allows you to move a worksheet to a different location within the workbook, Copy allows you to create a copy of a worksheet, and Hide allows you to hide a worksheet from view. These options provide greater control over the organization and management of data within a workbook**