

## **Excel Assignment - 9**

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

Ans. We can adjust the margins of a worksheet to control the space around the edges of the printed page. The different margin options include top, bottom, left, right, header, and footer margins. Adjusting margins allows you to control the positioning and appearance of content when printing. Margin settings can be accessed and modified in the "Page Layout" tab, allowing you to choose predefined sizes or set custom margin values.

2. Set a background for your table created.

Ans. To set a background for a table in Excel:

- Select the cells that make up your table.
- Go to the "Home" tab, and click the small arrow in the "Font" group to open "Format Cells."
- In the "Format Cells" dialog box, go to the "Fill" tab.
- Choose the desired background color.
- Click "OK" to apply the background color to the selected cells.

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

Ans. Freeze Panes is an Excel feature that allows you to lock specific rows or columns in place while scrolling through a worksheet. It helps keep important information visible, such as column headers or key data, as you navigate large datasets. Examples include freezing the top row to view column headers or freezing a column to keep certain data visible while scrolling horizontally.

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

Ans. The different features available within the Freeze Panes command are:

- Freeze Panes: Freezes both rows and columns based on the active cell.
- Freeze Top Row: Freezes the top row of the worksheet.
- Freeze First Column: Freezes the first column of the worksheet.



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

Ans. The different sheet options in Excel are:

- Rename: Change the name of the worksheet.
- Insert: Add a new worksheet.
- Delete: Remove a selected worksheet.
- Move or Copy: Move or duplicate a worksheet.
- Hide or Unhide: Hide or reveal worksheets.
- Tab Color: Assign colors to worksheet tabs.
- Protect Sheet: Restrict changes to a worksheet.